LAND MANAGEMENT SYSTEM
TRAINING MANUAL

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5/2006

PAYMENT PROCESSING CHECKLIST

Month Due
Checks for _____Rentals _____ Shut-Ins _____ Other Analyst _____
Date _____

Go through this checklist as you are processing payments each time. General steps: Run the report, schedule payments, run letters (optional, and cam be done at any time), flag for payment/hold/delete, payment summary and preliminary check reports, print checks, then check register, backup and update history each month at a time. You may schedule several groups/months of payments to pay simultaneously, but **do not** try to run steps 5-9 (on the Payment Processing Menu) for multiple months at a time.

1. _____ Print Payment Projection Report for the month you are getting ready to pay.
   Enter the from/through Date on the Options Tab.
   There are 3 formats. Review each, decide which one and change this procedure.
   Give copy to Temp to pull these lease files
   Give copy to SI Analyst to review, any shut-in obligations which are coming up.
   Review and correct all errors and update as necessary.
   Errors will be found in the Event log.

2. _____Run Payment Selection for the month you wish to pay.
   Enter dates
   Enter Selection Options and
   Enter who pays option
   Run Summary or Recommendation Report.
   Display this report(s). Use VCR buttons to go forward/ back when going through fields on each screen

3. _____ Payment Review This screen organizes this report for further review and selection. It also allows you to note your recommendations for payment for your "inquiry" letter partners.

4. _____Payment Recommendation Report - Do any amount of updating you deem necessary to the individual leases (dropping leases, updating status, etc.) until you feel they are ready for processing (this can be run many times, if necessary).
   Run one last time to see that all those you want to pay are included (may just want to "Display" to compare).
   May schedule a lease, group, prospect, etc. at a time (does not have to be done for an entire month, but will usually be done by all payments due within a given month for rental or shut-ins)

5. _____**Payment Review/Update Process** - enter several times to pull up everything in the payment control. This will show you if anything remains from last month. Do not change/flag or drop those without discussing w/supervisor or Analyst who was responsible for those payments (please help keep this cleaned out-it should only have very recent payments on hold).
   Select "delete" to delete a payment from the Payment Control File.
   Check/Click "PAY", it will place them in Pay status

6. _____Run Inquiry Letters- (May be done at any time during the process-sometimes done earlier). These are done for payments made by outside parties or partners who may have a say in a delay rental payment. Do not need to run if all payments are paid by us. See Land DOI owner check boxes.

7. ____**Print Payment Summary** to ensure the payments you want to make are included. This will show a simple list, easy to review in overview and the Cost Centers the payments will be booked.

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8. ____ Rerun Payment Summary if you changed anything in Payment R/U.

9. _____Preliminary Check Report- Click Print Preview to review all, unless you are specifically printing only a particular type payment (when processing shut-ins for example), and the month you want. Scan for problems (it will flash you when there are errors, but if only one or two, you may want to note from the "Display", rather than going through the full "print" process. Otherwise, print, and utilize the printed report for your file, so you may take notes when you go through to correct the problems for future reference). Check all payment associated fields for errors. Upon obtaining a clean report, print a final copy for the notebook.. If there are errors, correct, then re-schedule payment, and go through Steps 1 through 8 as required. If a payment needs to be deleted, click "delete" in the Payment/Review Update step on that lease.

10. ____Get number of checks as reflected a the bottom of Check List (be sure to initial check log and show number of checks taken-must include voided checks on the log for tracking purposes). If checks are printed directly from the printer, be sure to reverse-collate them prior to placing in the printer(may not have to do this).

11. ____Print Checks.. Again, specify payment type, or "All", then the month and the Report date you want to appear on the checks **(this sh**ould **correspond with the day the checks are to be** mailed). Enter then the beginning check number (double-check the beginning check #)

12. ___ Print Preview

13. ____SEND E-MAIL TO GET I"EOPLE OFF THE PRINTER IF PRINTING DIRECTLY ONTO THE CHECKS. (This is only necessary if printing actual checks from the printer). Usually, we will print onto white paper and copy onto tile check stock.

14.____ Press **PRINT.** (When it says it is not set up with 10.5, etc., settings, enter through this by pressing "Y").

15.____IF PRINTING DIRECTLY ONTO CHECKSTOCK ONLY- Go directly to printer to see that the first check number is correct. Then, follow the numbers on the back to see that they are running in succession. If anything happens, press the OFF LINE button IMMEDIATELY to conserve checks. When it stops, check the bin to ensure there are no remaining checks. (If printing onto plain paper, this is unnecessary).

16. ____ Print Labels

PLEASE NOTE- May also exp<X1 into Word or WordPerfect to print on laser labels. Each person's computer seems to work differently, so consult manager.

17. ____ Obtain signature(s), and send copies to _____ in Accounting immediately (this is essential for "positive pay" procedure-DO NOT SEND OUT CHECKS WITHOUT DOING THIS!!!).
Send an e-mail to her at the same time, showing which checks are coming through the courier).

18. ___Make additional set of copies for our check control file (next to checks and check log)

Copy onto green (our control copy), pink (payee's copy) and white (accounting's copy).

Copies go to accounting as follows:
-One copy of everything to _____, who enters the positive pay entries for every check (with purple cover sheet reflecting which checks), those below each have a cover sheet
-If chargeable to a well (including shut-ins), send to _____ (yellow coversheet)
-Recoupable rentals, payable to MMS, go to _____ (green coversheet)
-Recoupable rentals, payable to individuals, go to _____ (blue coversheet)
-Undeveloped rentals go to _____ (gold coversheet)

19. ____ Certify according to departmental guidelines.
Rentals- If large payment, undeveloped or terminable leases to the MMS -see guidelines
Shut-ins- Above $25 or outside of Oklahoma (others?)

21. ____Print Check Register for file

Backup Payment files whe1 all checks are finalized and tendered (_____ IT will do this step at this time):

22. ____Check Update writes information into the lease file Payment History table and screen

23. ____Print Payment History Report to ensure they all posted correctly and or spot check a couple of leases on the lease payment history screen.

24. ____Print the Invoice Report.

Notes:

x: \Procedures \PayProcessChecklist

1.0 LANDMAN TRAINING SYSTEM

GETTING STARTED:

The purpose of this outline is to guide you through each of the important functions and features available in the LANDMAN system. This structural approach assures us of covering all the salient features in the system in a logical sequence. Please understand that all of the system will be covered and most all questions you will have will be covered.

WHAT YOU HAVE RECEIVED:

- ***Land Getting Started Manual***
- ***LANDMAN Manual***
- ***LANDMAN Installation CD***
- ***LANDMAN Report Assistant***

HARDWARE REQUIREMENTS: In order to run LANDMAN, your computing system should be an Intel based Microsoft compatible and must have the following:

- ***Pentium 800 or faster CPU Recommended***
- ***Local Hard Disk (20 GBytes or more recommended)***
- ***1 Floppy diskette drive, 1 CD drive***
- ***512 Mg RAM (memory)***
- ***An SVG or better monitor***
- ***Windows 2000/XP Professional is required***
- ***132-column printer or greater (Laser HP compatible recommended)***

Please consult PetroComp Systems Group about using any compatibles before purchasing the computer or the LANDMAN program.

1.1 LAND QUESTIONS AND ANSWERS

The following questions and answers will provide insights into the workings of the system and encourage additional questions you may have regarding how the system can be adapted to your company's specific needs.

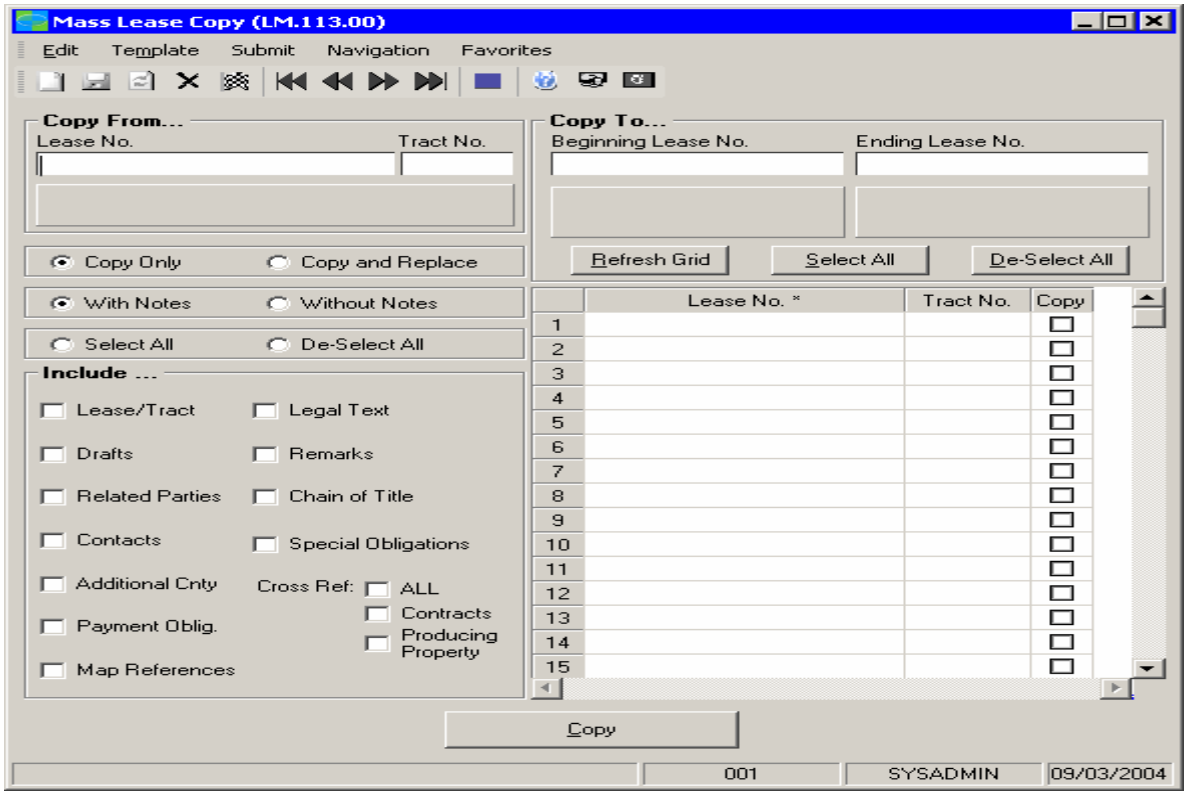
1. Is it possible to transfer or copy one lease to another?

ANSWER: Yes

A. *Lease Copy is a stand-alone function under Utilities. This function allows copying all or parts of one lease to another or to a group of leases. The Copy "button" on the lease entry screen also provides this capability. Copying a "default " lease can be very time efficient.*

B. *Transferring a lease is a stand-alone function under Utilities. This function allows transferring a lease from one lease ID to another lease ID.*

C. *Tract data may be copied from lease-to-lease or within a lease with the lease copy function under Utilities.*

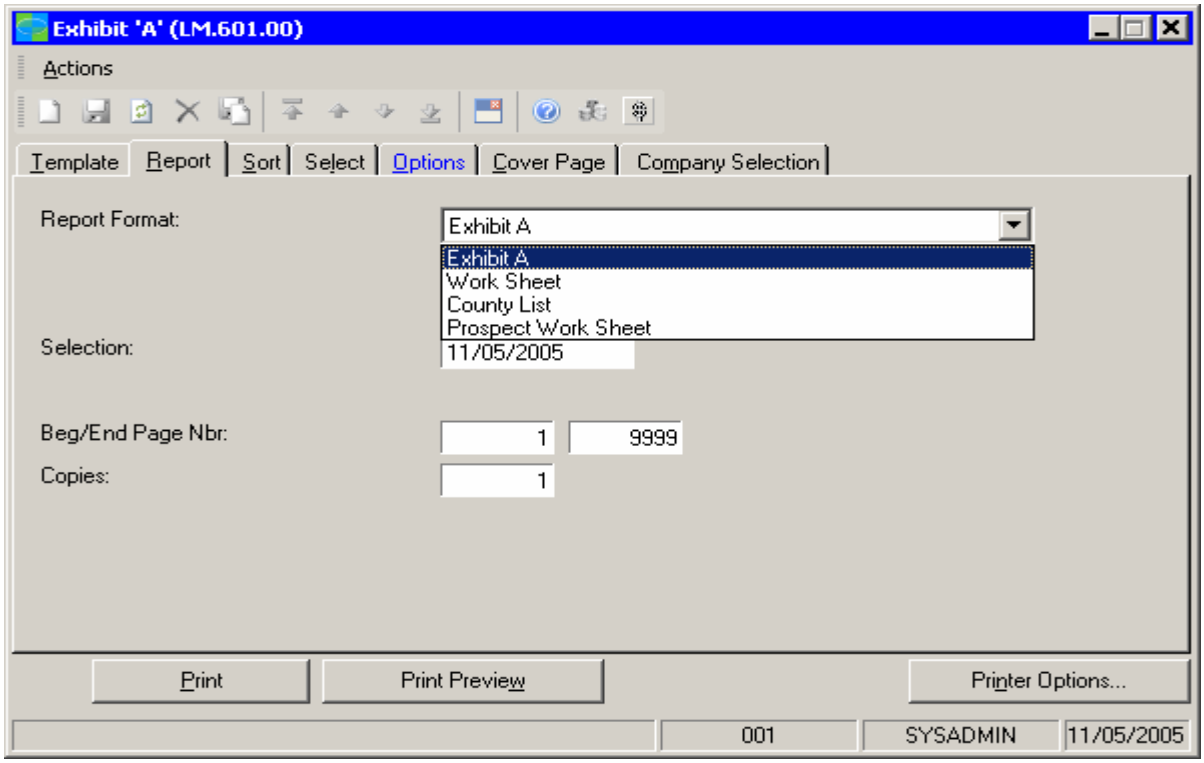


2. What is an Exhibit "A"?

ANSWER:

Assignments and other documents often require attachment of a list of leases in a specific format suitable for recording. There is a "Work Sheet" format that is very popular or Excel Query can be used to write your own worksheet format. .

The Exhibit A by Well Location will list all leases associated with the Well.



3. What is the maximum allowable lease number length?

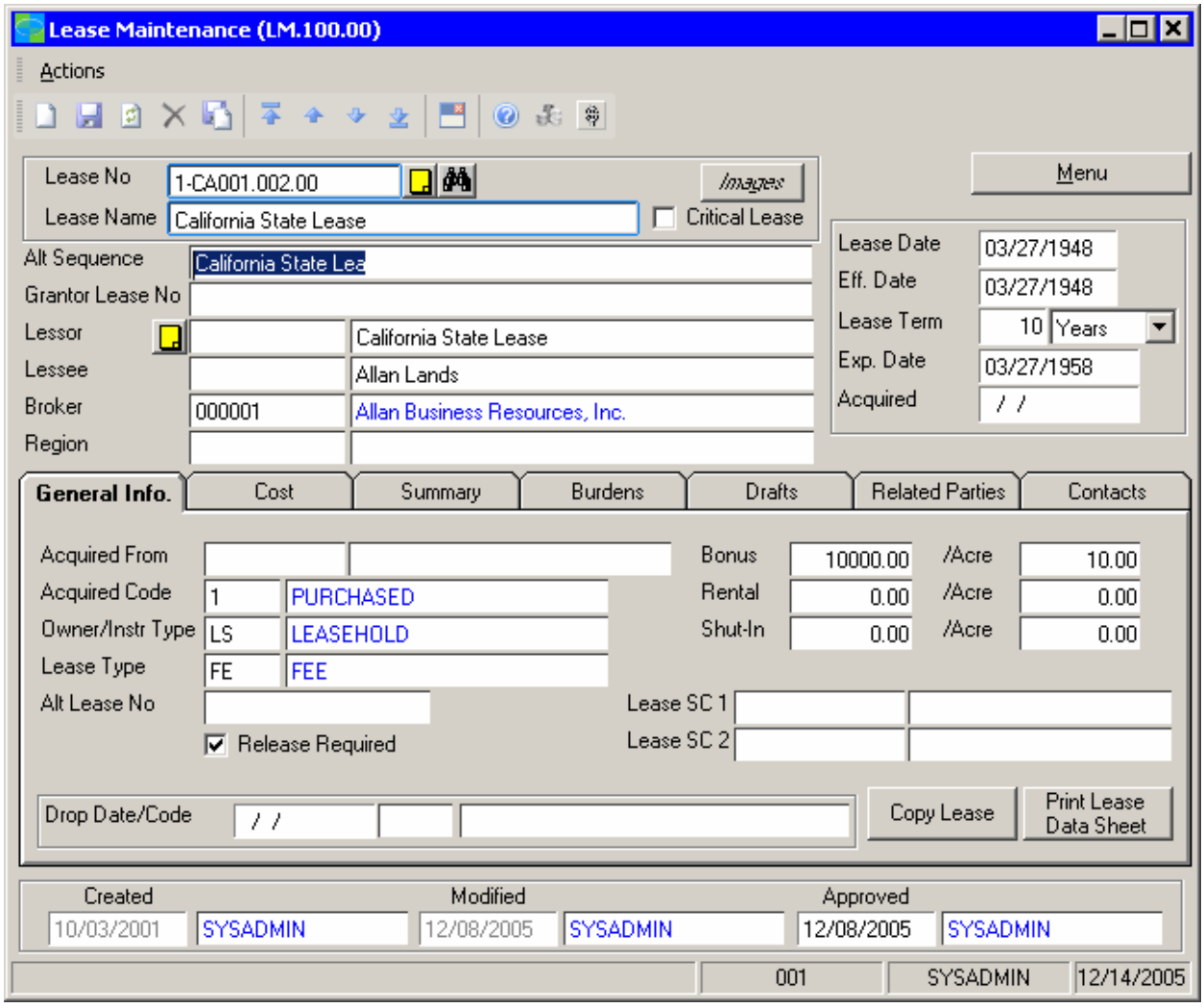
ANSWER:

The lease number can have a 20-position alphanumeric base. The base is used to identify a lease covering a specific parcel of land, and the suffix is used most commonly to indicate other partial interest leases associated with the base lease. For example, a suffix of "000" might indicate a full interest lease(recommended procedure) and a suffix of "001" or greater might indicate that the lease covers less than a full mineral interest. The suffix is usually distinguished by putting in a dash. Additionally, there is a 3-digit tract ID.

4. Is there structure in the lease number?

ANSWER: *No. This is not required but may be desired and is recommended.*

We will try to accommodate a client's existing lease numbering scheme. Some companies' numbers include a state code, as well as perhaps a prospect code. For example, Lease Number TX0100022-000 might indicate a lease in the Texas prospect 01. Hyphens can also be used

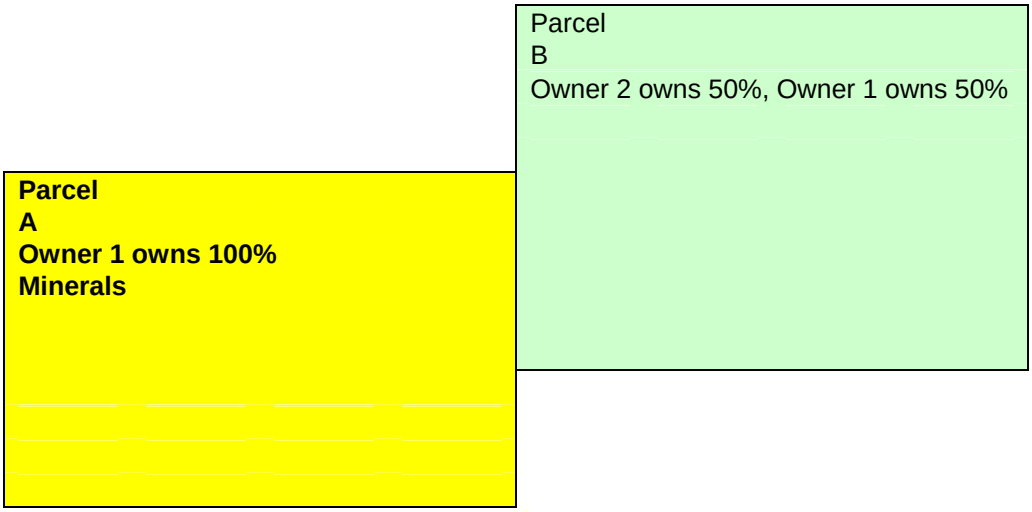


The '.00' in the above screen is used to identify companion leases (MI not = 1.00). You may have a '.01' , '.02' etc.

5. If a lessor owns different mineral interests in two or more parcels covered by the same lease, must each parcel be defined with a unique lease number?

ANSWER: *No*

Each parcel/tract can be defined as separate tracts under the same lease number.



One lease for Owner 1, two tracts, One lease for owner 2, 1 tract.

6. How many tracts per lease number may be defined?

ANSWER:

1000 tracts per lease number, starting with Tract 000 and ending with Tract 999- Actually with the Windows product, the sub can be alphabetic… so there is no practical limit...

7. Are working interest and other types of ownership maintained by tract?

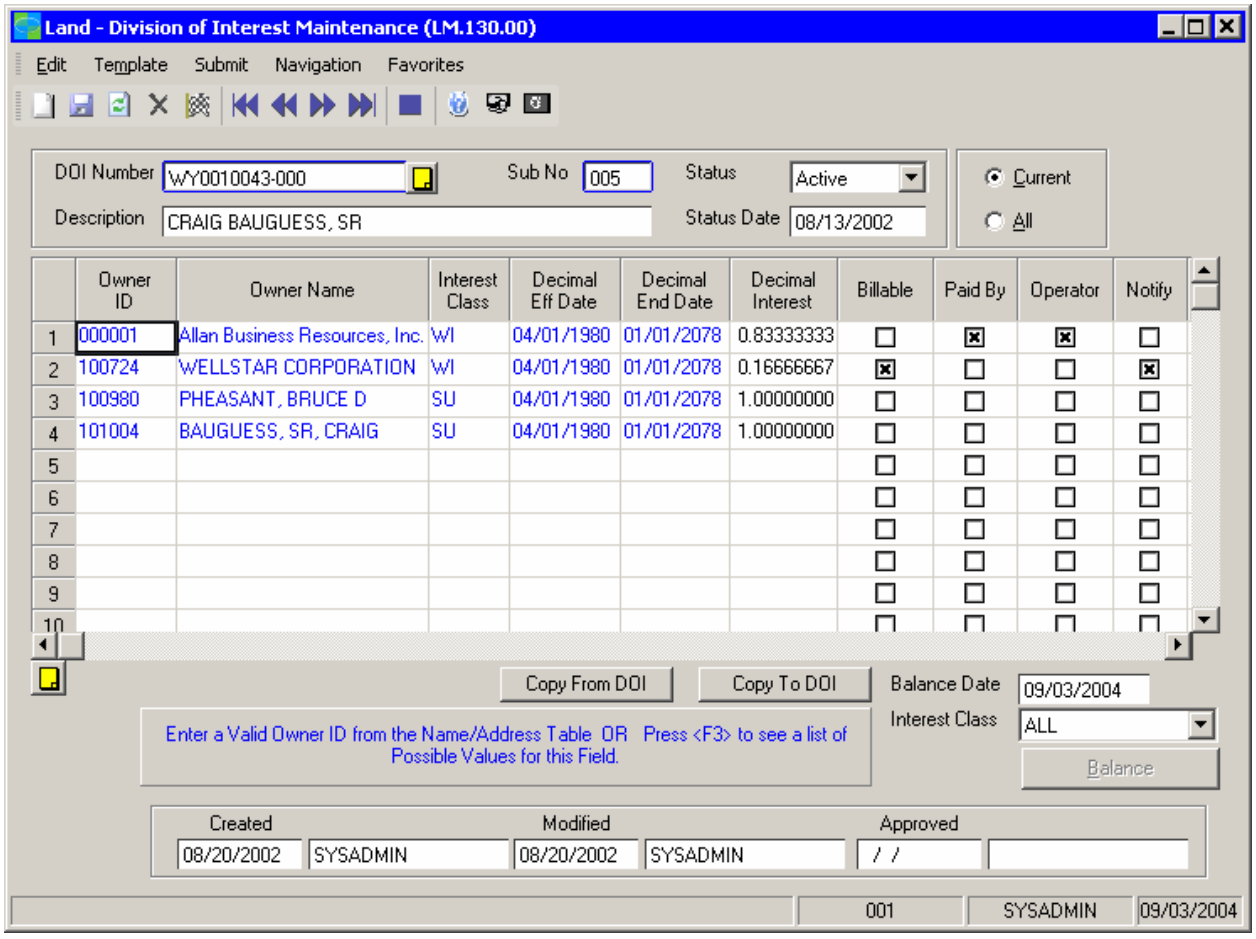
   ANSWER: *Yes*

   Land Ownership records *"DOIs" are maintained by tract. Options are available for determining the DOI number used on a particular tract: (1) The system can automatically do this for you-recommended (2) you can define, determine and input the DOI number to be used on each tract. These options are discussed further in the setting parameters section of this manual.*

8. How many different sets of divisions of interest are allowed per lease/tract?

   ANSWER:

   One DOI number per tract. 1000 - DOI numbers per lease. (Windows allows more with alpha). Most often only one is required as the owners are date effective.


Land - Division of Interest Maintenance (LM.130.00)
Edit
Template
Submit
Navigation
Favorites
DOI Number
WY0010043-000
Sub No
005
Status
Active
Description
CRAIG BAUGUESS, SR
Status Date
08/13/2002
Current
All
Owner ID
Owner Name
Interest Class
Decimal Eff Date
Decimal End Date
Decimal Interest
Billable
Paid By
Operator
Notify
1 000001 Allan Business Resources, Inc. WI 04/01/1980 01/01/2078 0.83333333
2 100724 WELLSTAR CORPORATION WI 04/01/1980 01/01/2078 0.16666667
3 100980 PHEASANT, BRUCE D SU 04/01/1980 01/01/2078 1.00000000
4 101004 BAUGUESS, SR, CRAIG SU 04/01/1980 01/01/2078 1.00000000
Copy From DOI
Copy To DOI
Balance Date
09/03/2004
Interest Class
ALL
Balance
Enter a Valid Owner ID from the Name/Address Table OR Press <F3> to see a list of Possible Values for this Field.
Created
Modified
Approved
08/20/2002
SYSADMIN
08/20/2002
SYSADMIN
/ /
001
SYSADMIN
09/03/2004

9. Is the Lease Ownership (Land System DOI) table precisely the same one used for Joint Interest Billing? Can it be maintained from both systems?

ANSWER:

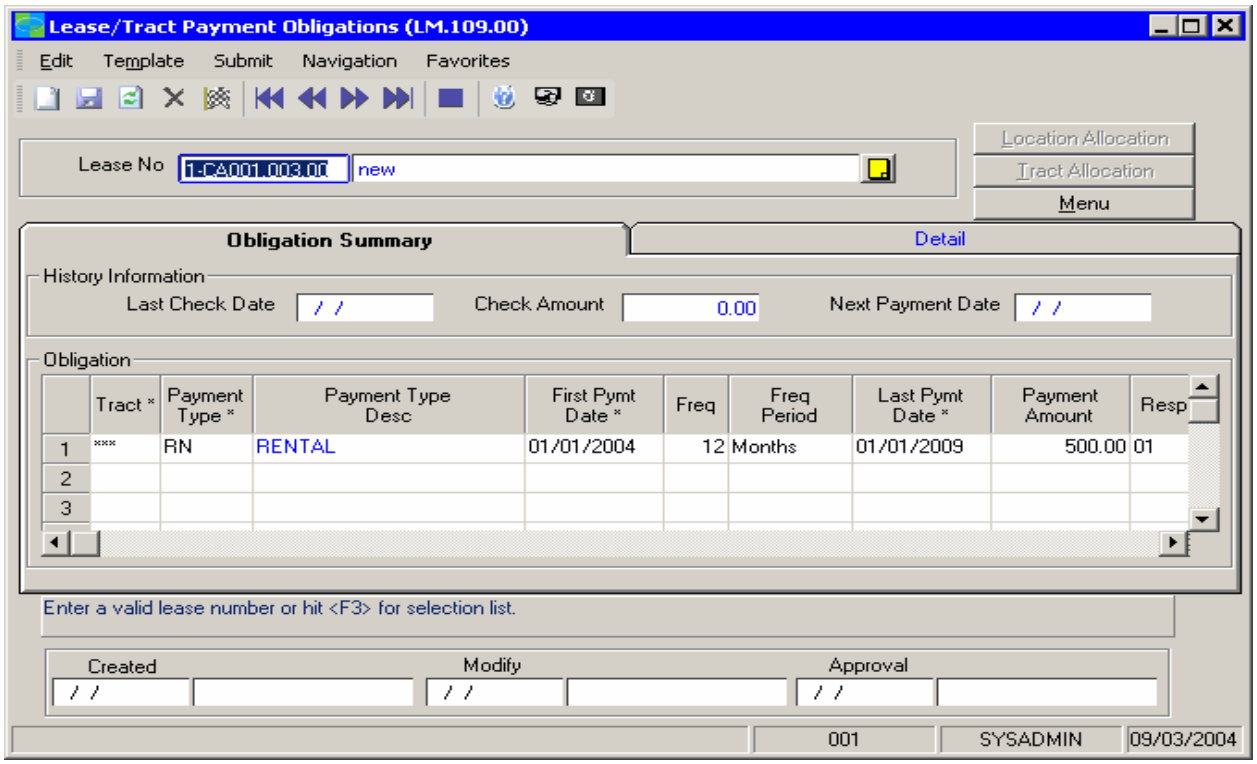
A. *No. The lease ownership records may have WI, RI, OR, NPRI as well as LRI and LMI codes.*

B. *Even if using the PAYOUT accounting system, or if LANDMAN is being used stand-alone, LANDMAN has it's own DOI, which is entirely separate from any other file. The owners in a "well" are not necessarily the owners of a lease or mineral interest.*

10. At what levels may checks for delay rentals or other lease payments be written?

ANSWER:

At the lease level, one check per lease is produced for each depository or payee, i.e, separate checks. At the tract level, one check per tract is produced for each depository or payee.



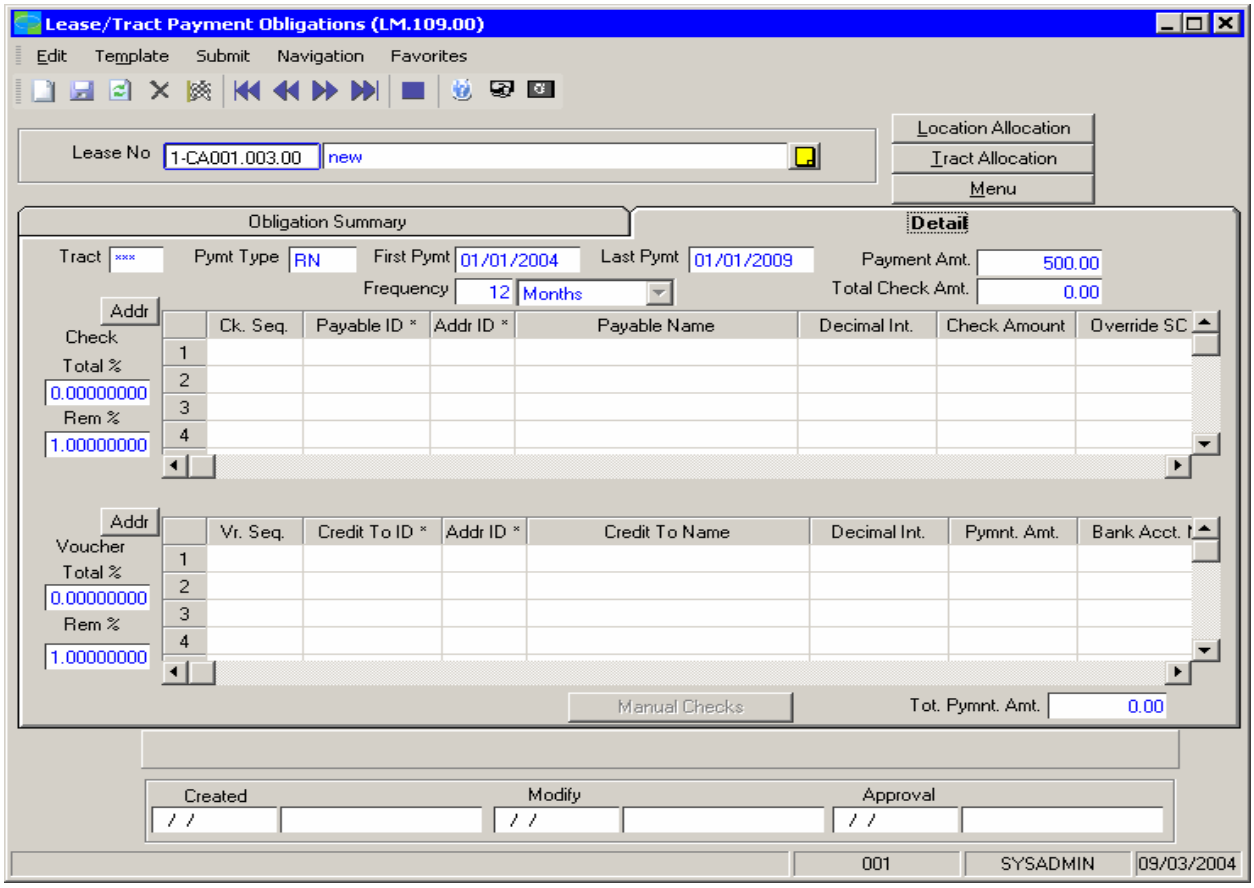
11. What information is provided on the voucher portion of checks at each level?

ANSWER:

Information identifying the lease and payment period; list of payees, the amount tendered for each, the address and Social Security or Tax I.D. number of each. Lease description and recording information is also included, depending upon the check format selected.

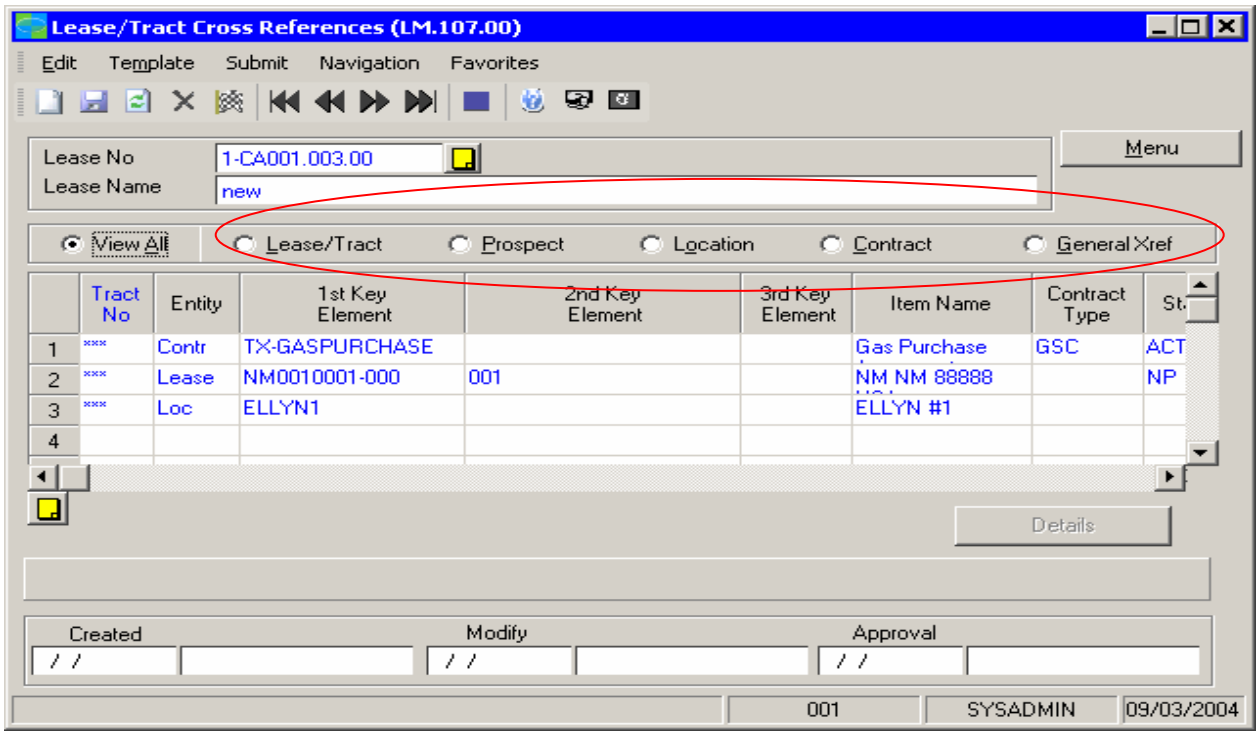
Several formats are provided;, a custom format can be designed if desired.

Four-part forms were generally preferred. The original and one copy are sent to the depository or payee, one of which is signed, dated and returned as the receipt copy. One copy is usually sent to the Accounting Department, and one is retained by the Land Department to be filed in numerical order. Laser forms are provided.



12. If a payment is to be made for only part of a lease, is a separate lease record required?

ANSWER: *No. You will define a separate tract and code a tract level payment obligation.*



13. How does the system provide for cross-referencing the following?

ANSWER: See the Cross reference screen and click to the appropriate radio button

A. *One lease to other leases? Use the Lease Cross-Reference. You may also use the General Cross-Reference.*

B. *Wells or Units to leases/tracts? Use the Producing Property Cross Reference. See also "F" below.*

C. *Partners to a lease or well? These are listed in the Ownership Section (DOI List) for both leases and Producing Properties.*

D. *Contracts or other agreements to leases or wells? Use the Contract Cross-Reference.*

E. *Other Operators? These are indicated by flags in the Ownership Section (DOI List) for both leases and Producing Properties.*

F. *Lease Level and Tract Level User defined "Soft Codes" provide linking leases or tracts to each other.*

14. Under a unique lease number sub-divided into multiple tracts, is each of the following data maintained by tract?

ANSWER:

A. Owners and their fractional interests? *Yes*

B. Legal Descriptions? *Yes*

C. Remarks? *Yes*

D. Well data? *Yes*

E. Obligations? *Yes*

F. Cross Reference to Contracts? *Yes*

G. Gross/Net Acreage? *Yes*

H. Bonus Paid? *Yes*

I. Brokerage Paid? *Yes*

J. ITD Rentals? *Yes*

K. Bank Charges? *Not usually. These are usually stored by bank in the Name and Address file. However, if a particular tract has a bank service charge that is different from that normally charged by this bank on other leases, the service charge may be overridden on the particular tracts payments under PAYEE maintenance.*

L. Chain of title? *Yes.*

15. Does LANDMAN produce 1099's to be provided at year-end?

ANSWER: *Yes*

16. Does the 1099 amount include bank charges?

ANSWER: *No*

17. Does LANDMAN provide for not printing 1099's where not required by the IRS?

ANSWER: *Yes*

A minimum dollar amount may be entered. There is also a check box in Name and Address maintenance to activate or de-activate.

18. Does LANDMAN output 1099's on magnetic media?

ANSWER: *Yes*

19. Are billings for delay rentals done entirely within the LANDMAN system, or does LANDMAN simply pass billable expense information to the Joint Interest Billing system in PetroComp's PAYOUT system?

ANSWER:

Invoicing may be directly from LANDMAN on the Windows version, but you may also bill from PAYOUT(accounting system). Please consider carefully before using PAYOUT to bill for rentals -a $600 rental may get lost in a $200,000 drilling invoice. This requires checking boxes in the Land Setup Screen for computer generated checks from the land system. Also, similar check boxes are clicked when entering manual checks.

20. What are the timing considerations for billing joint interest owners and the payment of a rental check?

ANSWER:

Invoices cannot be generated until Land checks have been printed and Payment History is updated. Although checks are normally written once a month, they can be written more than once during a month. Checks can also be printed for more than one month at a time.

21. Does LANDMAN create entries into General Ledger, or does Joint Interest Billing?

ANSWER:

LANDMAN generates entries for Land checks into the JIB system, and Joint Interest Billing generates entries when it does the billing. The entries are automatic. Setup of the Payment Obligation and location allocation screens is ***very important****. A cash manager transaction is also created where interfaced with accounting. This may be useful if you are responsible for a "Rentals" bank cash. account.*

22. Are receivables for billings of delay rentals kept in LANDMAN or PAYOUT's ACCOUNTS RECEIVABLE system?

ANSWER:

Located in Payout's Accounts Receivable.

Rental, bonus or other land related checks written from the accounts payable system do not currently update the lease check payment history. A manual check record must be entered in Land.

23. Does LANDMAN print rental recommendation letters? Can these letters be viewed on screen first.?

ANSWER:

Yes, through the Payment Processing Menu. This letter is a function of Payment Processing called inquiry letter. All reports in the Land System may be previewed on screen before printing.

24. What is the format of the Lease Data Sheet?

ANSWER:

The lease data sheet is designed to print on a non-preprinted form – letter or legal.

25. What information is provided in an on-line environment?

ANSWER:

Everything can be displayed on-line.

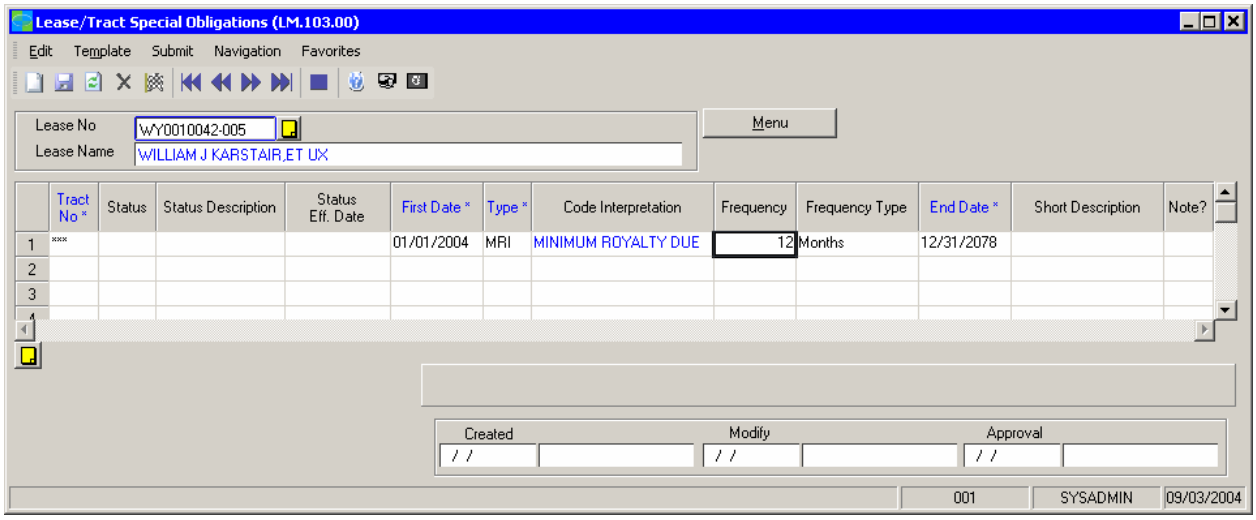
26. Does the first Tract have to be 000 or can it start with 001?

ANSWER:

One can start with 001 or 000. We recommend 000 for a full interest lease – when there is only one tract. With the Windows version the tract numbers may be alpha. Some find this useful for defining tracts by depth.

27. Are obligations date sensitive and able to be reported/sorted by date?

ANSWER: *Yes and by Obligation Type – Drilling Obligation, Minimum royalty…etc.*


Lease/Tract Special Obligations (LM.103.00)
Edit Template Submit Navigation Favorites
Lease No WY0010042-005
Lease Name WILLIAM J KARSTAIR,ET UX
Menu
Tract No * Status Status Description Status Eff. Date First Date * Type * Code Interpretation Frequency Frequency Type End Date * Short Description Note?
1 *** 01/01/2004 MRI MINIMUM ROYALTY DUE 12 Months 12/31/2078
2
3
Created
Modify
Approval
001 SYSADMIN 09/03/2004

28. How can a chain of title record be maintained?

ANSWER:

A Chain of Title screen is available to maintain pertinent data. This section is located on the Land Menu, then select Leases, and then Chain of Title. A "CT" remark may also be defined.

29. What detail items should be checked if the Payment Recommendation Report will not print?

ANSWER:

A. *A Payment Obligation record must be present and must contain valid dates for the reporting period and a valid Payment Type code.*

B. *Payment Type must be defined in the Code Description File and must allow reporting and/or payment. Also check as "payment due"*

C. *A valid Payment Responsibility must be entered, and settings in the Code Description File must allow reporting and/or payment.*

D. *Drop code and drop date must be blank.*

30. What if we have prospects we want to keep as a Rental, however we are not the operator and will not be paying rentals, but still would like to keep track of them.

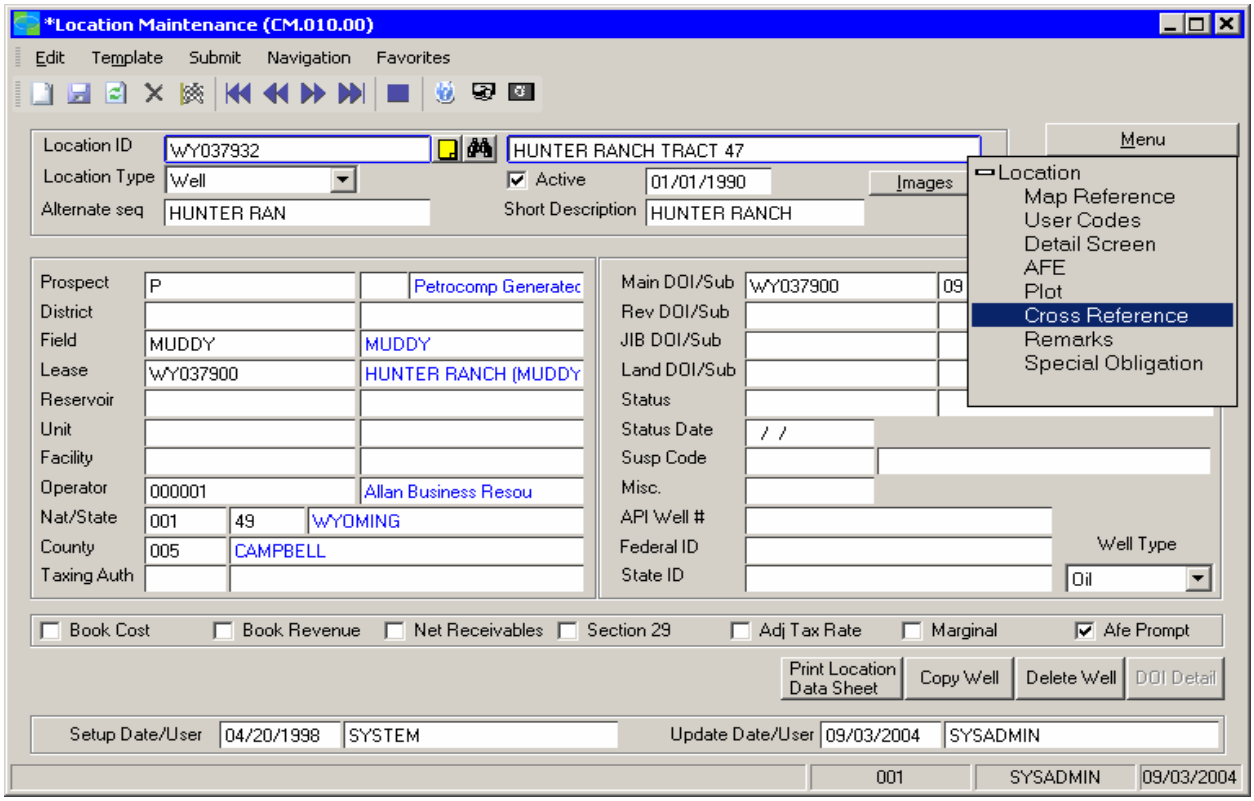
ANSWER:

Put into Prospect Screen. Set up payment responsibility code of Pay Due = "Y", but Company Pays = "N". Can then run a Payment Recommendation to list "Paid By Others". However, this will not cut a check because Payment Responsibility says company does not pay.

31. Within Producing Property Maintenance, is there a screen to cross reference the well or unit to a lease?

ANSWER:

Yes. A Producing Property can be cross-referenced to a lease within Lease Maintenance once the Producing Property has been set up in the Producing Property File.



32. Can I print just one single Lease Data Sheet?

ANSWER: *Yes – Click the print button from the lease entry screen*

Lease Data Sheets can also be printed for a range of lease numbers or for all leases in a prospect or by other selection criteria using the Powerful Report Option Interpreter- ROI- from Report Menu.

33. Even though checks for this year's rentals have not been generated by LANDMAN, can I enter check history and invoice history for this year in order to do 1099's?

ANSWER: *Yes*

Use Manual Check entry and Billing History Maintenance. Other years' data may be entered for a more complete Payment/Billing History Report. We can help with converting this data.

34. How can I keep track of minimum royalty payments and the potential for having to pay a makeup check at the end of the year?

ANSWER:

With PAYOUT in Revenue, run a Payment History Report by Well by owner and compare to LANDMAN's Payment Obligation selecting Minimum Royalty type obligation.

35. How many Payees can be printed on a check? How do we set up a Name and Address record for "et ux"?

ANSWER:

LANDMAN allows for "chaining" name and address ID's such that the number of payees is virtually unlimited. Additional payees are printed to the overflow. Space on the actual check only allows for about 6 lines.

For "Et Ux"….In the Name and Address record, enter the first name on the lease as "Individual" and the second name of the lease as the first line of the address.

36. Which Files may be shared with PAYOUT and PACTMAN (accounting and Production)?

ANSWER:

Property Master	*Name and Address Master*	*Contract Master*
Code Description	*Nation/State/County file*	*Well DOI*

37. What are the uses of the Crystal Report Writer?

ANSWER: We have written all reports in Crystal.

In general, to write your own reports or modify our standard reports for your specific needs. Crystal may also be used to export data to Excel.

***NOTE**: Excel/Query and Access offer a way to produce quick columnar reports.*

38. Can I get a report of a selected expiration date range?

ANSWER:

Yes. The "date type" is also selectable. That is, you may get reports by drop date, lease date, effective date, etc.

39. Can I change the operator on Lease XXX001 through XXX900?

ANSWER:

Yes. There are various ways to do this depending on the circumstances and number needed to change. Copy Ownership may be used to do this. Or…. this is done with a SQL Script.

40. Can I add postage and Handling or an administration charge to rental or other payments?

ANSWER:

Yes. ***See General Cross Reference discussion.*** *(Not at this time).*

41. Can I define escalating payments? Do I have to change the amount each year for each payee?

ANSWER:

Yes, if payees are defined with the "percent option", their individual amounts will not have to be changed each year.

42. Can I have different billing percents for rentals and minimum royalty or other payment obligations?

ANSWER:

Yes. You may define in the Land DOI a WI% and a BI%. If a BI is defined, it will be used even if a WI% is present.

43. Assuming each lease record contains three tracts with each tract having 12 interest owners, how much disk space is required for:

ANSWER:

Leases	*Megabytes of disk storage*
100	*2 - 3 Meg*
500	*10 - 12 Meg*
1000	*20+ Meg*

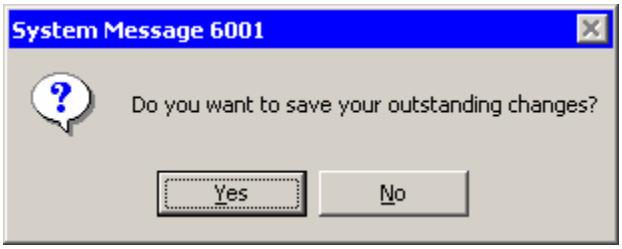
These estimates may very dramatically as a function of your usage of the optional and large freeform areas of entry.

44. Will using the mouse slow down data entry? Can this be done faster.

ANSWER: Yes

But there are numerous tricks to keeping this to an absolute minimum:

Under "Application Options" on the tool bar menu, select "Enter key equal tab key" and use the enter keys just as you would in any DOS environment.
When you get a information box, enter the first letter "Y" or "N" and do not pick up the mouse to click the correct answer.



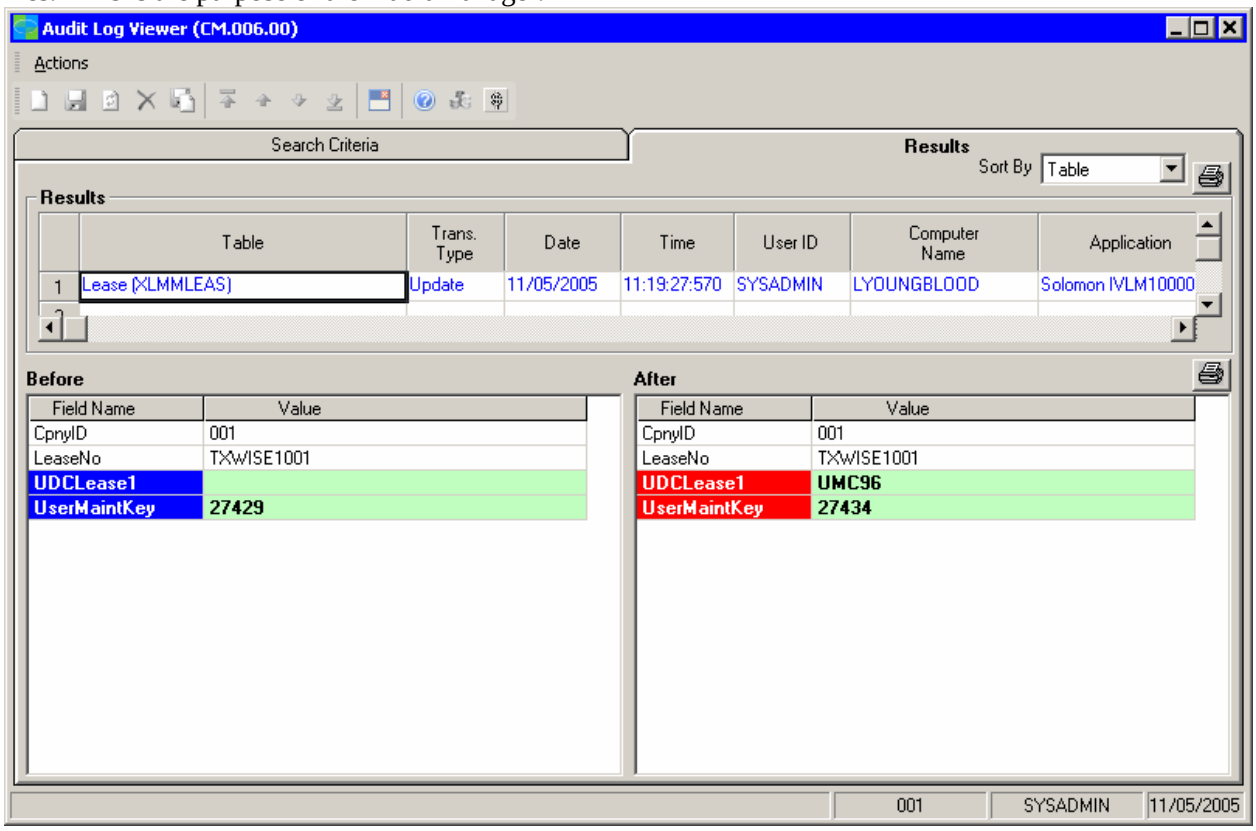
Enter "Y" or if you notice the "Focus dots" around the "Yes" answer….you may just tap the space bar.

Use "CTRL S" to "Save" , do it often rather than picking up the mouse to click the Save Icon.

45. Can I tell who changed which data field in a lease and when?
Can I tell the value the data field originally contained?

ANSWER:

Yes. This is the purpose of the Audit manager.



46. Can we Scan Images, pictures, contracts and attach them to the lease and contract records?

ANSWER:

Yes – this is an optional module. Currently, $5500 for Land, Contracts and Common files only. For accounting and production, the cost increases. Additional costs for each additional user.

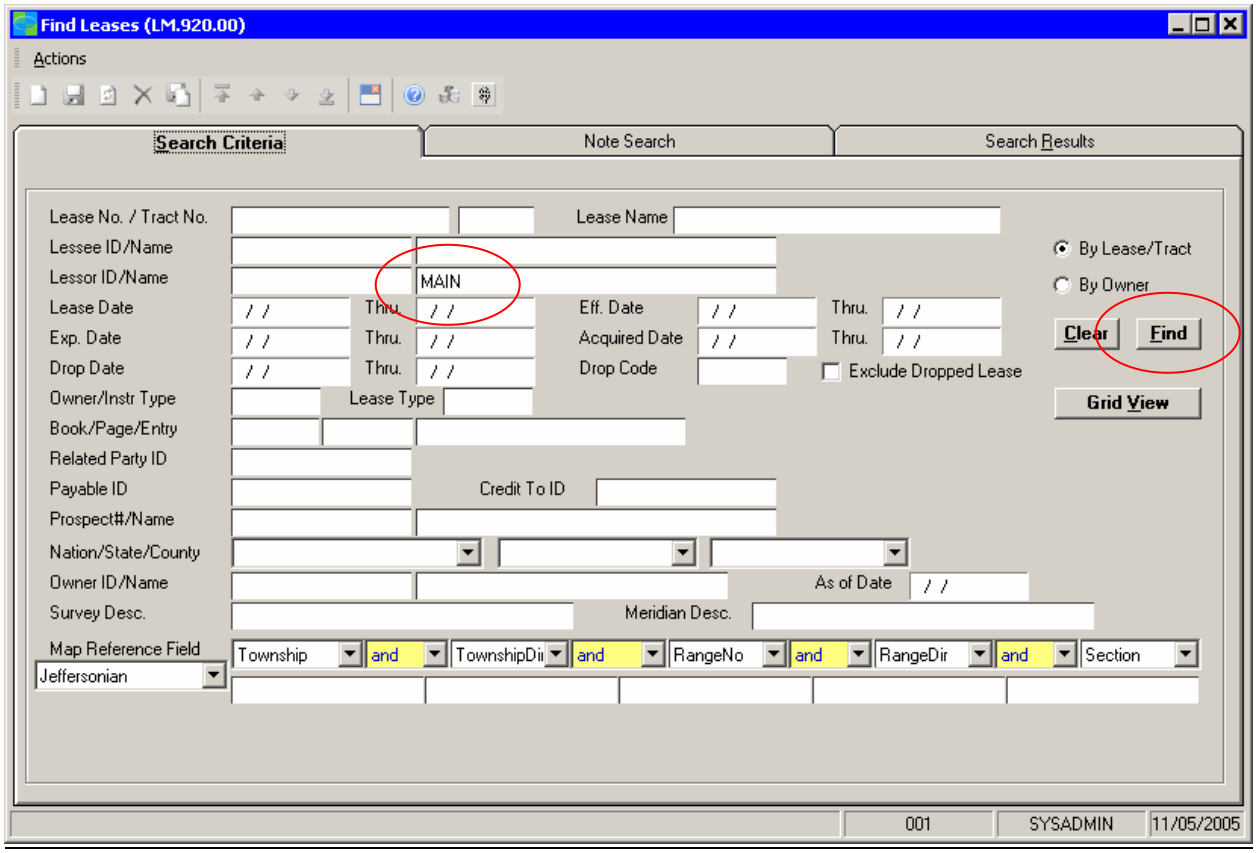
47. How do I find a lease when I only know the social security number of the Lessor?

ANSWER:

Use F3 in Name/Address to find the person's name. Then use the "Find" leases (binoculars Icon).

48. How do I find a lease when I only know the last name of the Lessor?

ANSWER:



49. Can I print a "Master Division Order? i.e. a division order showing all owners in a location?

Can I print individual division orders?

ANSWER:

Yes. We use the NDOA format. For individuals, the format is very simple to mail out and get signed.

PLEASE HELP US TO MAKE THIS TRAINING MANUAL MORE EFFECTIVE BY PROVIDING ONE OR MORE QUESTIONS YOU NOW HAVE OR COME UP WITH AFTER EARLY USAGE OF THE SYSTEM.

1. _____

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2.0 SECURITY

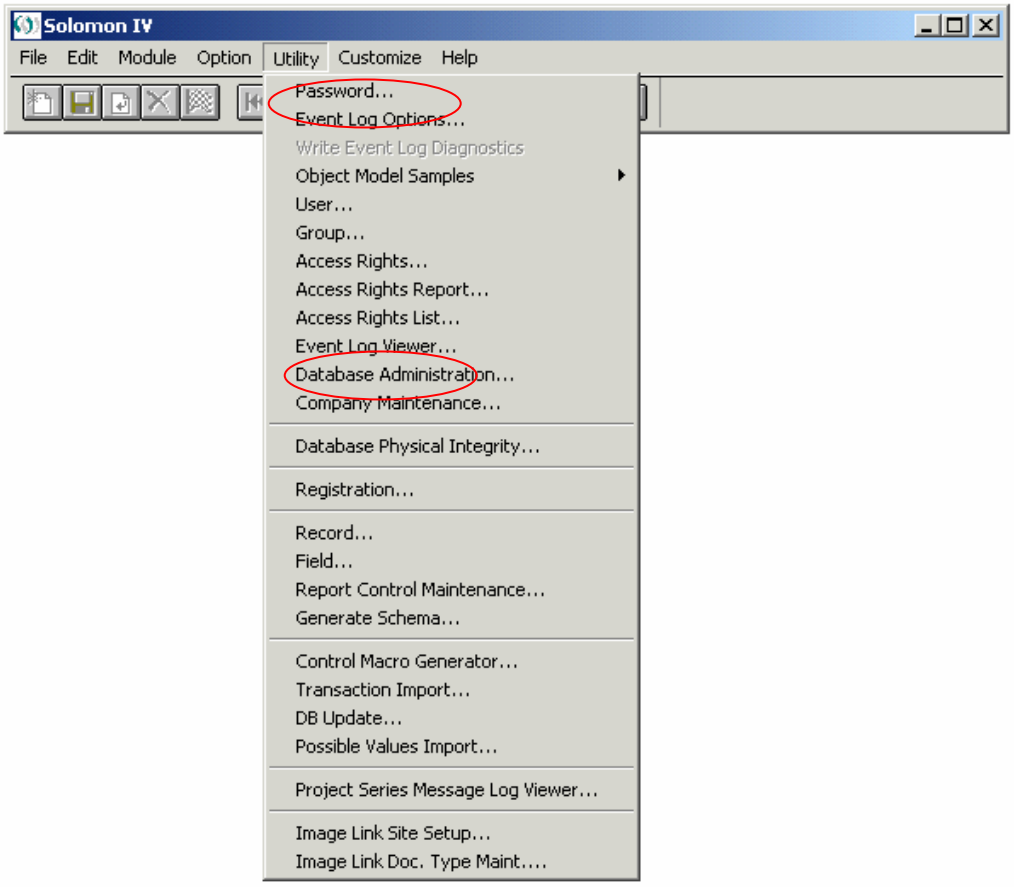
To set up User ID's and passwords for the first time after programs have been loaded onto the system go to the Solomon Tool Bar, under Utilities, to enter Security Maintenance.

Under Utility, do the following:

Go to User to setup a new user and password. Change password regularly . Version 6 requires 1 Capital letter,1 non capital letter and 1 number or special character. Larry1, for example.

Go to Group to tie a user to a group.
Go to Access Rights to give a user access to various functions.

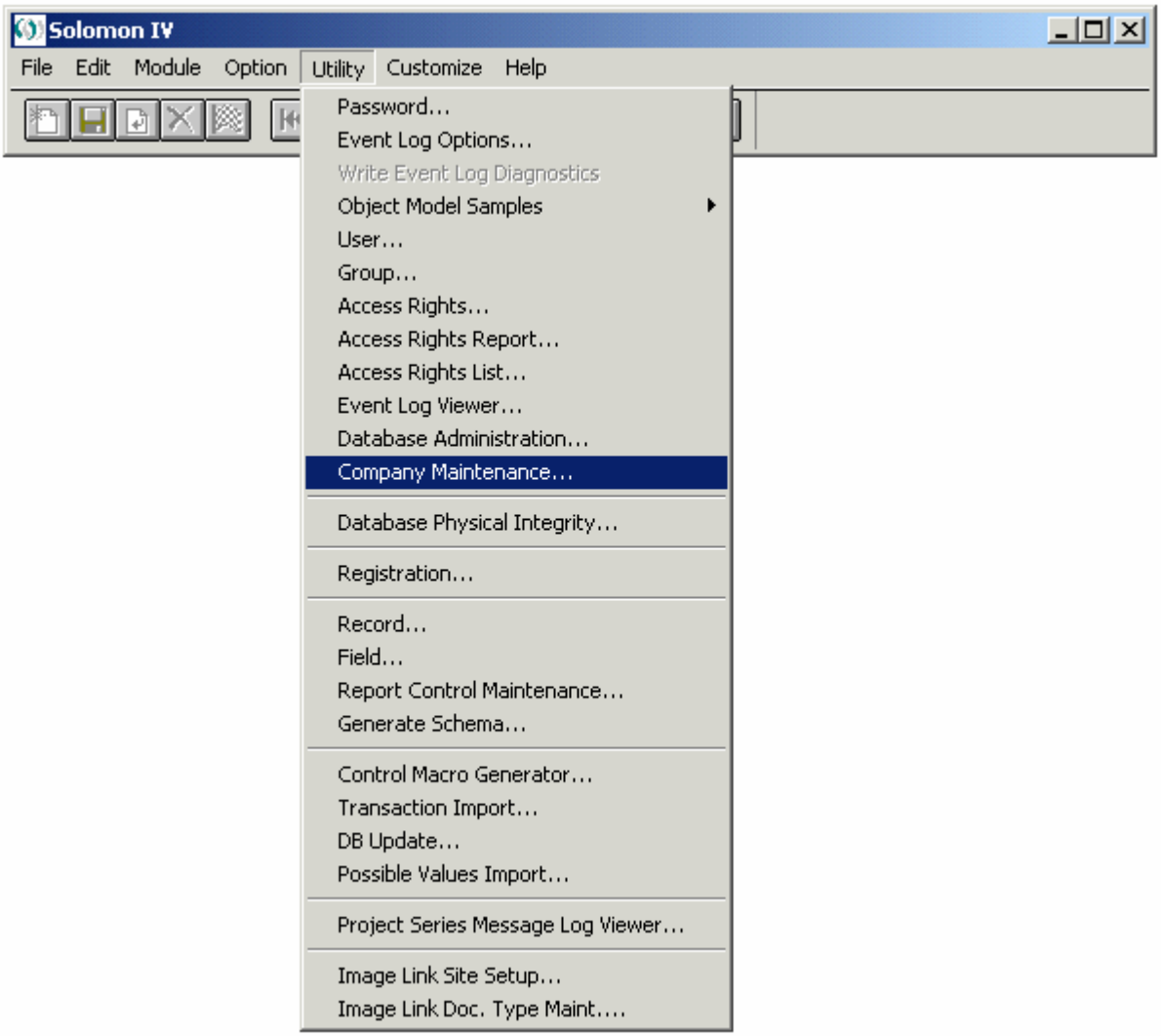
See menu below: You will most likely use only the Password and Event Log Viewer selection on this menu.



The event log viewer will capture errors or other important messages during payment and invoicing processes.

2.1 COMPANY MAINTENANCE

Go to Utility on the Soloman IV tool bar. Select Company Maintenance to setup the company or companies in the database.



This should be already completed by CGI Consultant when the data base is created.
See Company Setup and Land Setup in Section 3 of this manual.

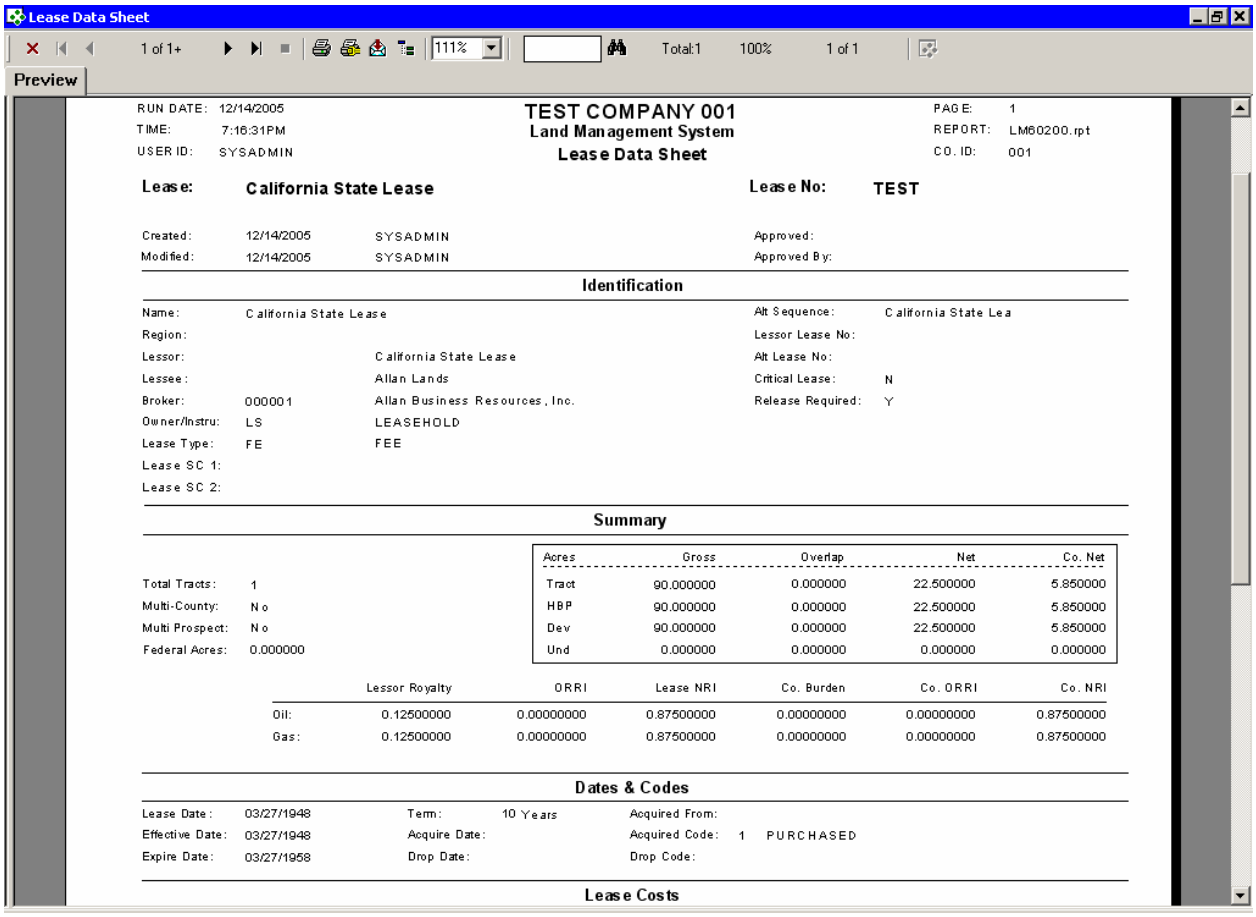
2.2 PRE-PRINTED FORMS

CHECKS

8-1/2 x 11 - used for payments. AP or Land check format.

LEASE DATA SHEETS

We currently print to letter or legal blank paper and not to a preprinted form.



2.3 BACKING UP & RESTORING NOTES

The data and information stored in LAND is very important. You have a large investment in software and time spent using it. Your company's efficient operation can be highly dependent upon the computer. To ensure that you will always have ready access to this important information and to ensure that it is not lost you must backup. BACKUPS have become the responsibility of IT departments. It is your data, your responsibility to confirm it is done and can be restored to a back up computer.

Learn how to make a backup to your own hard drive or to a CD to take to an off site location. I illustrate with the following example: IT department gets a new backup tape device and merrily backs up diligently and daily for over a month….only to have IT realize when trying to restore from a tape that the nightly process was not working and nothing could be restored for the entire time the new tape was in operation. Fortunately, my Oklahoma client had been shown how to make her own backup to her own local C: drive.

What does it mean to backup? It means make a copy of the information stored on the computer so that it can be easily retrieved if the data on the computer is somehow lost, or if old (deleted) data is needed for current use.

REASONS FOR BACKING UP

A. ***To save data that might be lost due to:***

1. ***System (Hardware) Failure***.

2. ***A power outage or surge***.

3. ***An operator error or accidental erasure***.

B. ***To free up disk space for current uses, by backing up and then deleting old or infrequently used information.***

C. ***To archive data for permanent storage and future use.***

D. ***To save data prior to certain processing steps which might be needed, if the processing step needs to be rerun.***

The hard disk on your PC can store huge volumes of information which can be lost in a **FRACTION FOR A SECOND** and which might take many hours, weeks or even months for you to recover.

WHAT TO BACKUP

SOFTWARE: There are two types of software or "programs". The first is System software, which includes the operating system (PC-DOS, MS-DOS, etc.) and utilities like print spoolers. The second type of software is referred to as Applications software. These are programs like LAND, which are designed to handle special "applications" like accounting, engineering, etc.

DATA: Data is your information. Your accounting information is an example of data. This would include everything from individual invoices input into the system to general ledger balances and budgets.

WHEN TO BACKUP

SYSTEM SOFTWARE: You should make a permanent backup of any program you buy as soon as you get it. This includes when PetroComp sends an "update" of even just one or two programs. **IMMEDIATELY MAKE A BACKUP OF ALL NEW PROGRAMS!**

DATA: Backing up data is a little different than backing up system software, which you usually only backup once you first get it. Your data is always changing, and with a large system like LANDMAN, the decision of what and when to backup is more complicated than with system software. There are times you MUST backup and times you SHOULD backup.

TIMES YOU MUST BACKUP

1. Before loading any new program updates, backup your data. Also, be sure to make a backup of the new program updates.

2. At the end of a processing period, i.e. when you "close" a month.

3. When you get your financials or reports to look like you want them too.

4. When prompted by LAND to backup before particular processing steps.

OTHER TIMES TO BACKUP: These are times when you have done work on the computer (entered or processed data) you do not wish to loose and which do not fall into the categories listed above. You can help yourself decide when these other times are by asking yourself a couple of questions:

1. "Can I recover my data if it is lost?"

   If you do not have the original data so that you could re-input it, you should immediately do a backup. Or, maybe some processing step is a "point of no return" that irreversibly changes your data in some way. If so, backup before processing the step in case something goes wrong during processing.

NOTE: ***If you have proper backups, no steps in LAND are really "points of no return". But, if you do not have backups data recovery can be very difficult. LAND will normally stop and tell you to backup certain files before processing such steps. DO IT!***

2. "How long will it take me to recover the data I have entered if there were some sort of failure which caused me to loose all of my data"? This includes simple data such as names and addresses, too.

If the answer is more than a couple of hours, you should back up.

3. "Am I absolutely positive I don't need a backup now?"

If the answer is no, if you have any doubts, then DO a backup!

HOW LONG TO KEEP THE BACKUPS: PERMANENT BACKUPS - Some backups should be "permanent" backups, i.e., kept for many months or even years.

- Backups you make of your programs and program updates are classified as permanent backups and should be kept until a month or so after you have received, and begun using, an entire new version, not just an update, of the software.

- Data backups made at the end of a processing period or backups of the data used to generate finished financial reports should be kept permanently. This will ensure that you have the backup data to answer any further questions that might arise from the printed reports.

- From within PAYOUT, any data that you WRITE or COPY to history should be kept permanently.

INCREMENTAL BACKUPS & "GRANDFATHER, FATHER, SON": Incremental backups are backups of specific files that have been changed since the last time you backed up and which only need to be kept until the "next time" the files change. For example, let's say you backup your accounts payable data files after each time you enter new invoices. You enter invoices on Monday and make a backup. You then enter more invoices on Wednesday and make another backup. Now, since you have all of your data as of Wednesday, you don't need your backups from Monday, or do you? Hopefully you don't, but you might.

What do you do if something happens and you loose your accounts payable data on Thursday? Of course you restore your backups from Wednesday, right? Right! But when it rains it pours and those diskettes had coffee spilled on them and they are unreadable. (Don't say this won't happen to you. Murphy's Law strikes everyone.) So, now what do you do? Aha! You still have Monday's backup and can restore from it and only loose the data you entered on Wednesday. There was still some loss, but it was minimized because you backed up and were using the "grandfather, father, son" technique.

The grandfather, father, son technique is the rule that says, "Do not use the diskettes, or tape, I used to backup last time to backup this time". In fact you want to have 3 sets of backups - Grandfather, Father and Son. In terms of the example above, it would work like this.

- On Monday, you enter leases and make a backup. This backup is called Son because it is the most recent.
- On Wednesday, you enter more leases, contracts and make another backup. This backup is now Son and Monday's backup is called Father.
- On Friday you enter more leases, properties and make another backup. This new backup is now called Son, Wednesday's is called Father and Monday's is called Grandfather.
- It's a busy week so you work Saturday and enter more leases. This time when you make your backup you can use the diskettes from Monday - the grandfather diskettes.

This technique will help minimize any data loss that may occur due to system or media failure.

FULL SYSTEM BACKUPS: Besides the permanent and incremental backups described above, you should also do a full system backup at least once a week. (You might need to do it more often. It depends on the level of activity on the system.) A full system is simply a backup of all your data, even if it has not all changed. You should employ the grandfather, father, son technique with your full system backups, just as with your incrementals. Do not mix the diskettes or tapes used to make full system backups with the diskettes used to make incremental backups.

MAKE SURE ALL BACKUPS ARE CLEARLY LABELED AS TO THEIR CONTENTS AND DATE MADE!

WHERE TO STORE YOUR BACKUPS: All backups should be stored away from your computer. They should be at least in another room or on another floor, in a safe place. This is to help isolate them in case of fire or theft of the computer. They should be stored away from sources of heat, magnetic fields and high humidity. Do not store them in direct sunlight, next to electric devices or on or near CRT's or other computer equipment. Permanent Backups should be stored in a very safe place away from the computer. At least once a month, a full system backup should be made for storage off site in a bank safety deposit box or at someone's home.

HOW TO BACKUP: See your network administrator for backup procedures.

2.4 CODING SCHEMES

- Lease Number
- Prospect Number
- Producing Property Number
- Contract Number
- General Cross-References
- Code Description Maintenance
- Nation/State/County
- Name & Address
- Division of Interest (DOI) Number

Below you will find notes for the different codes you will need to set up. It is advisable to decide on your numbering schemes before beginning. You may already have an existing scheme that will work. **The above information should be assembled and assigned before entering your first lease. Consistency is imperative for sorting and reporting features.**

All codes used by the system may be alphanumeric except the tract number.

LEASE NUMBER

- Size: xxxxxxxx(20) Alphanumeric
  Suffix is generally used for companion leases covering all or part of common
  May be alphabetic or numeric; normally, left justified.
  Descriptive schemes may be imbedded in the number itself.
  EXAMPLE: 4TX1000001 may represent Region 4 State of Texas
  Prospect 100 Lease 0001

- Tracking - 3 numeric digits; can be numeric or alphabetic.

PROSPECT NUMBER

- Size: xxxxxxxx(20) Alphanumeric

- Integrates to PCS Accounting/Common files

PRODUCING PROPERTY NUMBER

- Size: xxxxxxxx(20) Alphanumeric

CONTRACT NUMBERS

- Size: xxxxxxxxx(20) Alphanumeric

GENERAL CROSS-REFERENCE

- Size: xxx(3) xxxxxxxxxxxxxxxx(16) Alphanumeric
  Set up first 3 in Code Description.
  This is most commonly used for referencing assignments or referencing Marketing or Sales packages. In general, general cross-referencing is used to cross reference things that are not producing properties, prospects, leases or contracts.

CODE DESCRIPTIONS

- Size: Varies *(See section 1.2 in the LANDMAN User Manual)*

NATION/STATE/COUNTY

- *See Section 1.3 in the LANDMAN User Manual*

- Nation
  Characters – xxx
  Numeric

- State*****
  2 Characters – xx
  Numeric

- County*****
  Characters – xxx
  Numeric

*****We can provide the numeric codes for states and counties if you desire to use the API standard numeric codes.

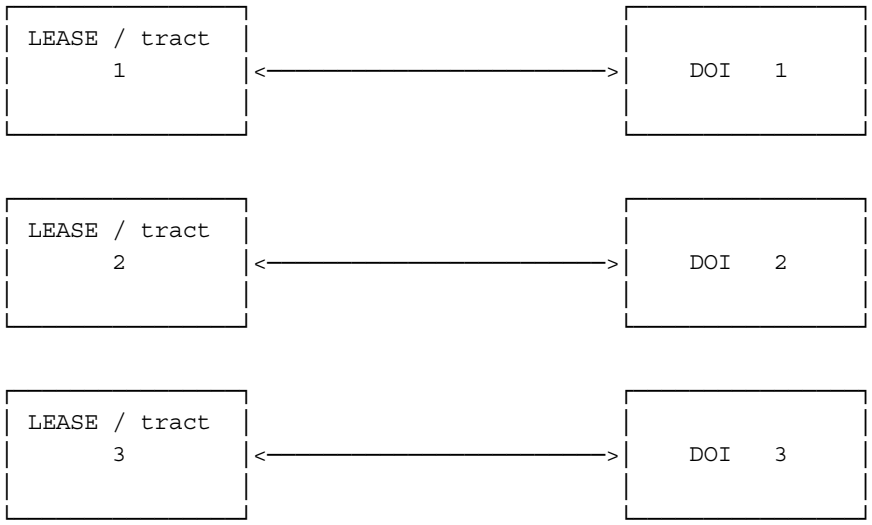
NAME/ADDRESS

- Size: xxxxxx(15)+2 (Note: Standard is 10 + 2)
  See Section 1.1 in the Oil & Gas Files User Manual

DIVISION OF INTEREST (DOI) NUMBER

- By Entity (Lease/Tract, Prospect/Segment, Property)
- Size (20) and a 3-character sub

"ENTITY" METHOD OF DOI: Each DOI has different partners for each lease/tract.

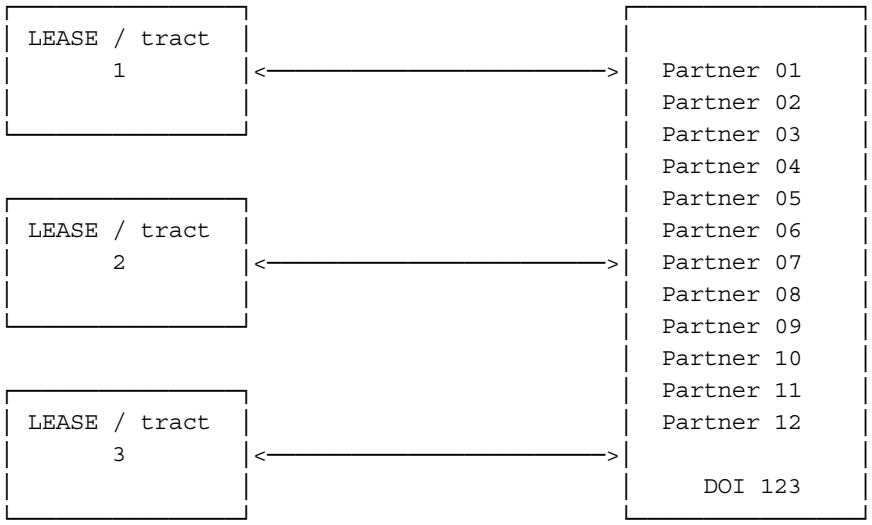


POINTS TO CONSIDER

1. Control of data. The correspondence of tract to DOI is unique.
2. Mass Changes of DOI information may be more tedious.

Most current clients employ this method.

"USER DEFINED" METHOD OF DOI: All DOIs have the same partners and each partner has the same interest in each Lease/tract. Not recommended or preferred.



POINTS TO CONSIDER

1. Control of data. The correspondence of tract to DOI is no longer unique. Therefore, extreme care should be observed in changing DOI information.

For example:

Suppose partner 04 sells his interest in lease 2 to partner 02

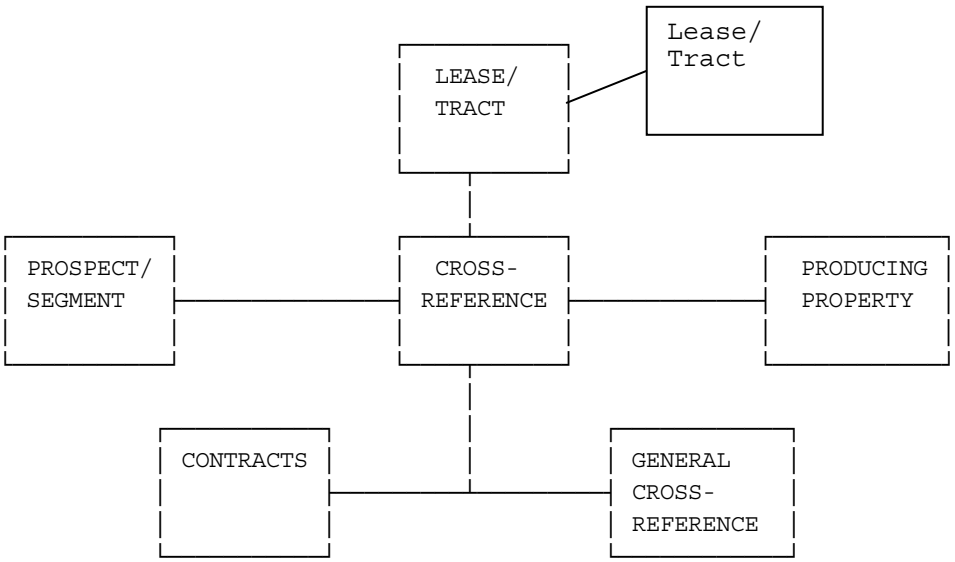
OR

Partner 04 sells his interest in lease 2 to a partner outside the current DOI.

2. Reduces amount of data entry greatly.

Modification to combine these two methods planned for ease of entry and processing.

2.5 FILE RELATIONSHIPS IN LAND



LEASE/TRACT (2.1)
Lease Information Screens
Tract Information
Payee Information
Lease Partner/Owner
Legal Description
Remarks Description
Additional Counties
Map Reference
Cross-References
Special Obligations

PROSPECT/SEGMENT (2.2)
Prospect Information
Segment Information
Prospect Partner/Owner
Map Reference
Remarks Description
Cross-References
Special Obligations

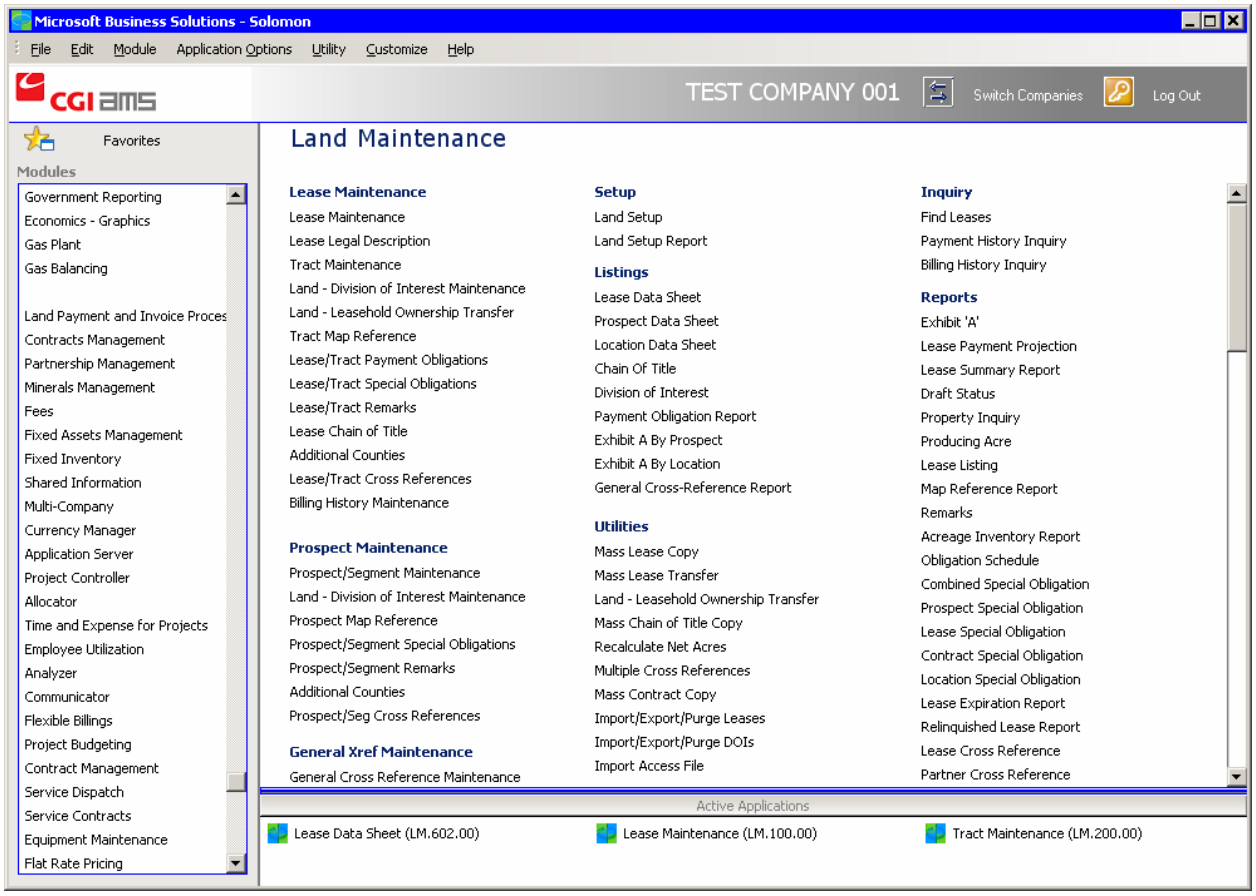
PRODUCING PROPERTY (2.3)
Property Information
Partner Information
Remarks Description
Map Reference
Cross-References
Special Obligations

CONTRACTS (2.4)
Contract Information
Cross-References
Remarks Description
Special Obligations
Locator Information

GENERAL CROSS-REFERENCE (2.5)
General X-Ref. Information
General X-Ref. Cross-Reference Remarks Description Special Obligations

3.0

The following section has been designed as a guide through all that you will need to know about basic lease and tract data entry.



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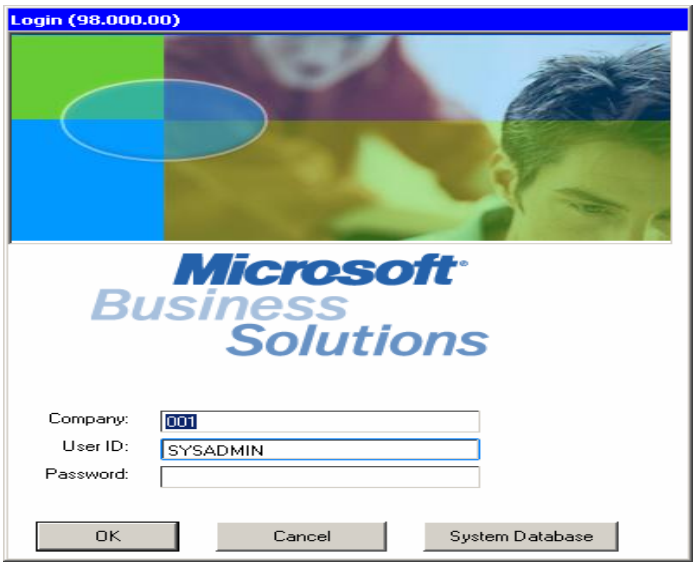
3.1 GETTING INTO LANDMAN

The following steps should be performed to initiate operation of the Land Management System.

1. Power on the computer system. Enter the system date and time when requested.

2. When the computer is ready, click the icon of the Land Management (Solomon or PetroComp System.

3. The system Login Screen will be displayed.



Company: Double right click is used to look up possible companies

USER ID: Enter a various-character ID to identify each user. The system will then prompt for a password associated with the User ID. If a valid User ID and password are not entered, the system will request another User ID.

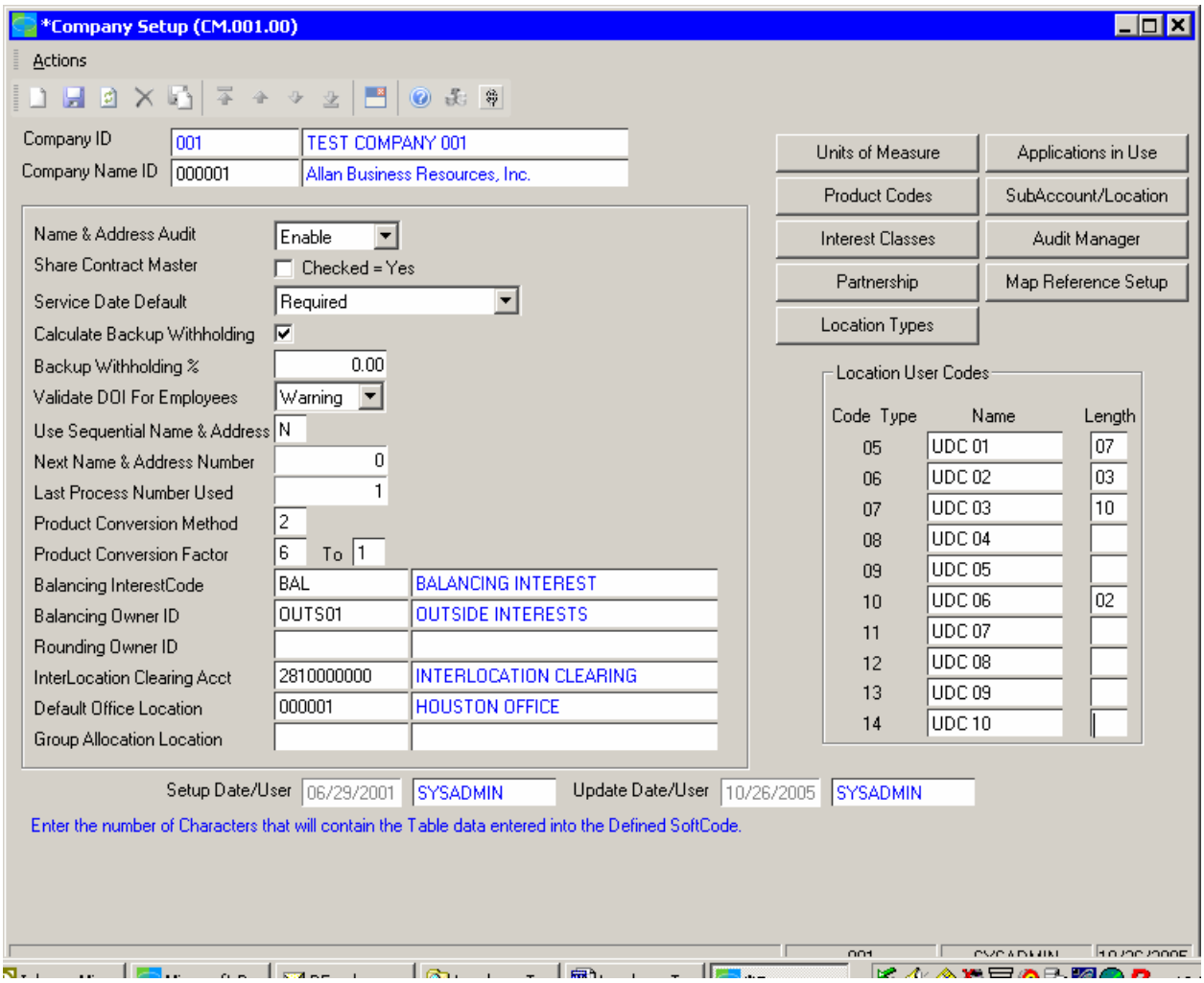
PASSWORD: Keep safe and change regularly – once every 3-6 months

SYSTEM DATABASE: If you have multiple data bases, know you data base names. Is there a test data base? Look here for a test database. We will usually set one up as a copy of your original converted data. This is used then to try things. From time to time, it will be useful to copy the "live" data base to the "Test" data base.

NOTE: The Last Company & User ID and SYSTEM data base will be "remembered" and default into the proper fields. You must always key the password. The Password will be in "1,4,1" format.

3.1.1 COMPANY SETUP

This screen is used to set up various codes and default fields for use within the system.


*Company Setup (CM.001.00)
Actions
Company ID 001 TEST COMPANY 001
Company Name ID 000001 Allan Business Resources, Inc.
Units of Measure
Applications in Use
Product Codes
SubAccount/Location
Interest Classes
Audit Manager
Partnership
Map Reference Setup
Location Types
Name & Address Audit Enable
Share Contract Master Checked = Yes
Service Date Default Required
Calculate Backup Withholding
Backup Withholding % 0.00
Validate DOI For Employees Warning
Use Sequential Name & Address N
Next Name & Address Number 0
Last Process Number Used 1
Product Conversion Method 2
Product Conversion Factor 6 To 1
Balancing InterestCode BAL BALANCING INTEREST
Balancing Owner ID OUTS01 OUTSIDE INTERESTS
Rounding Owner ID
InterLocation Clearing Acct 2810000000 INTERLOCATION CLEARING
Default Office Location 000001 HOUSTON OFFICE
Group Allocation Location
Location User Codes
Code Type Name Length
05 UDC 01 07
06 UDC 02 03
07 UDC 03 10
08 UDC 04
09 UDC 05
10 UDC 06 02
11 UDC 07
12 UDC 08
13 UDC 09
14 UDC 10
Setup Date/User 06/29/2001 SYSADMIN
Update Date/User 10/26/2005 SYSADMIN
Enter the number of Characters that will contain the Table data entered into the Defined SoftCode.

Refer to Section 1.8 of the Oil & Gas Master Files User Manual and Section 1.3 of the LANDMAN System User Manual for additional information.

Note: The Company Name ID above must be in the Land Tract Ownership table as this company is the company for which "Company Net " Acres will be computed.

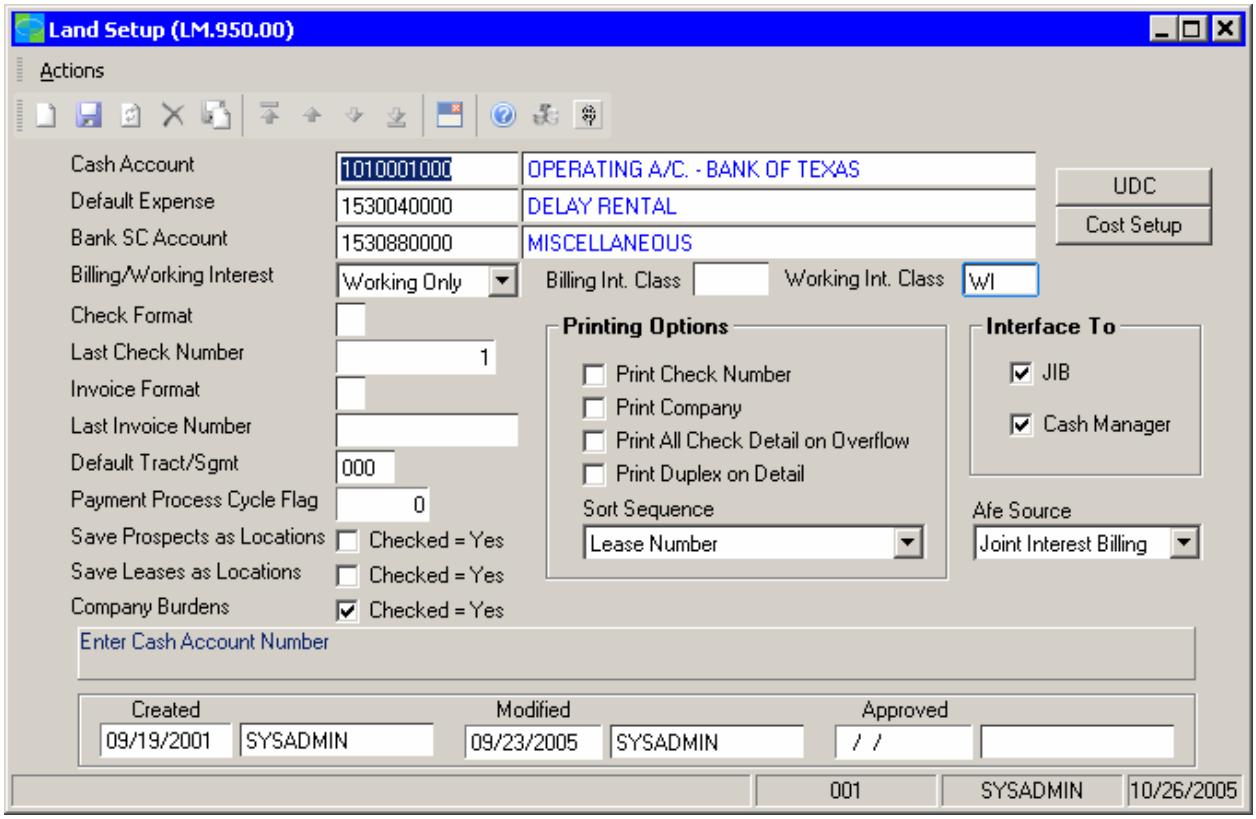
Interest Classes must be defined. These may already be established for accounting. Share the basics – WI, RI, OR. You may need to add others.

Location User Codes: These are used for selecting certain reports by well group

Sequential Name and Address – common with accounting

3.1.2 LANDMAN PARAMETER SETUP

From the module menu, select the LANDMAN Management option and select Land Setup to display the LANDMAN parameters. Many of these will need to be reviewed with the accounting department.



Refer to Section 1.3.2 of the LANDMAN System User Manual for additional information.

There are decisions to make on various of these data fields such as :

Are we interfacing to the PetroComp accounting system?

Account numbers for expenses should be obtained from the GL accountant.

JB, AFE and Cash Manager may be considered.

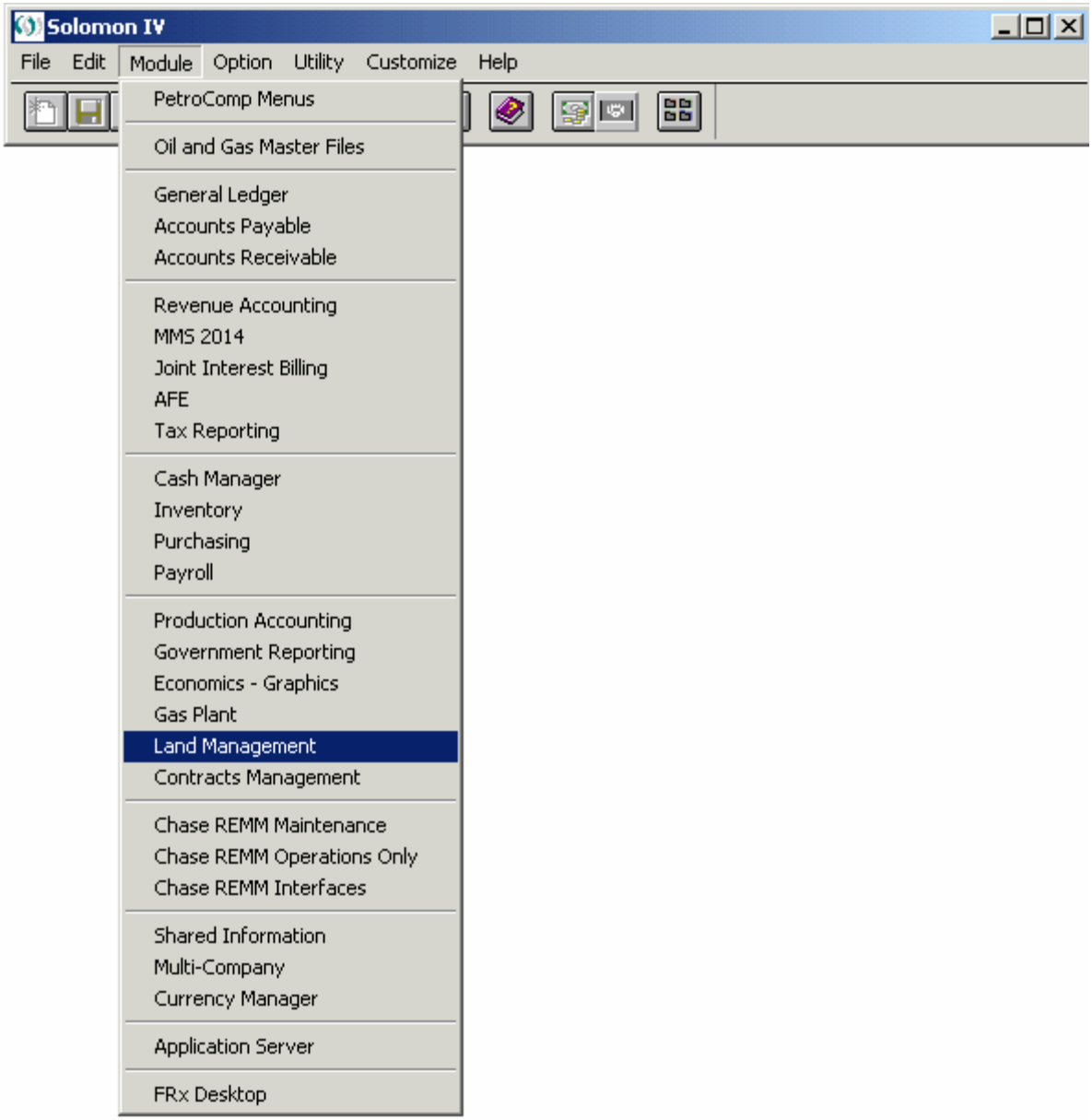
User defined codes should be considered (UDC) for units, assignments, other.

The Cost Setup Screen is required before posting / printing any checks to your leases.

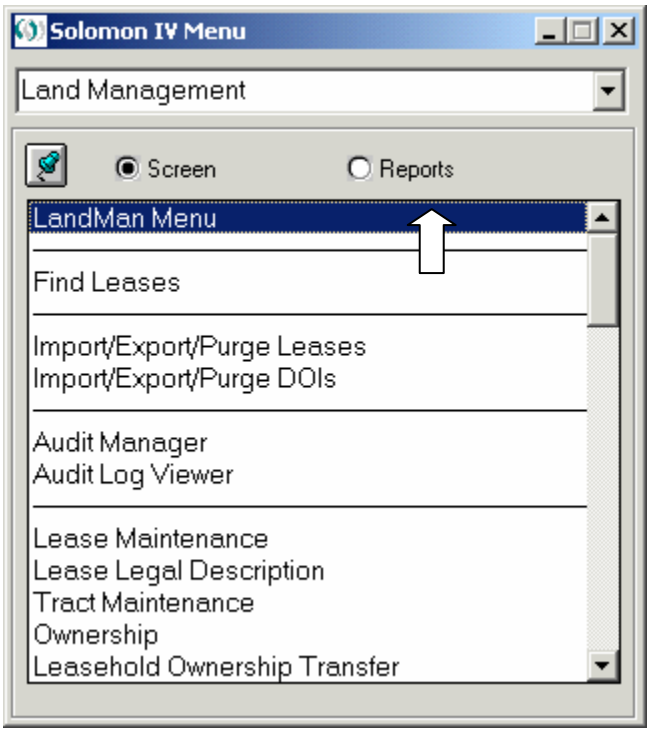
Land setup expense account and the code description expense accounts setup. Note: this account needs to be defined as 8/8ths JIB account. This account may be changed for each Payment Obligation.

3.2 LAND MANAGEMENT MASTER MENU

The Land Management Master Menu defines the major functions that can be performed by the system. On the Solomon IV Master Menu slide the mouse down to Land Management.

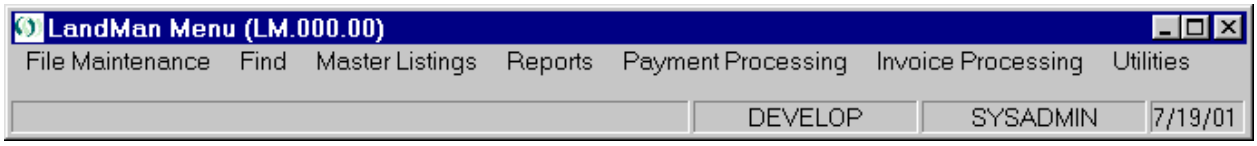


The LANDMAN "Delta" Menu will appear as follows:

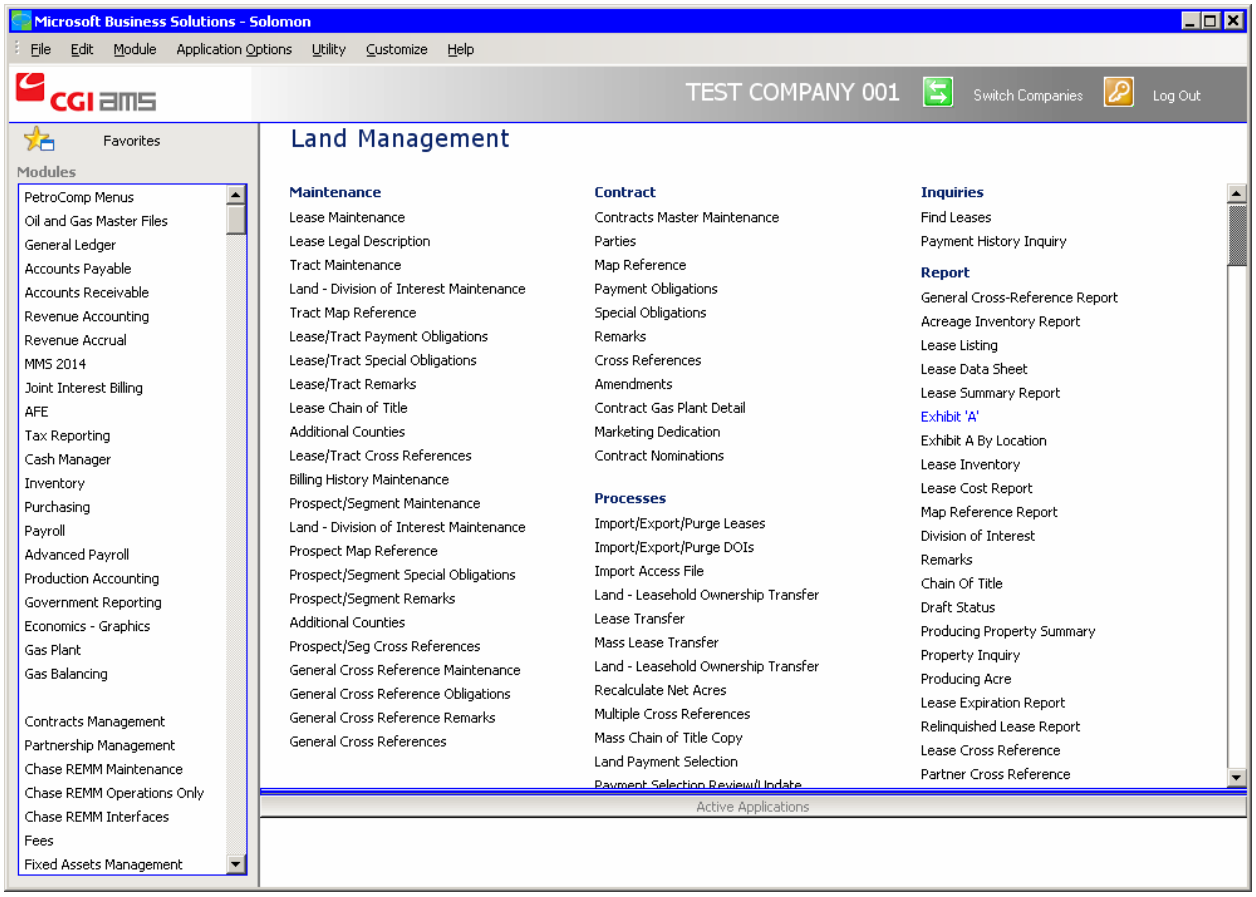


Title Bar:
Push Pin:
Audit Manager:

Click on the highlighted LandMan Menu bar as shown above and the LANDMAN Master Menu will appear as follows:

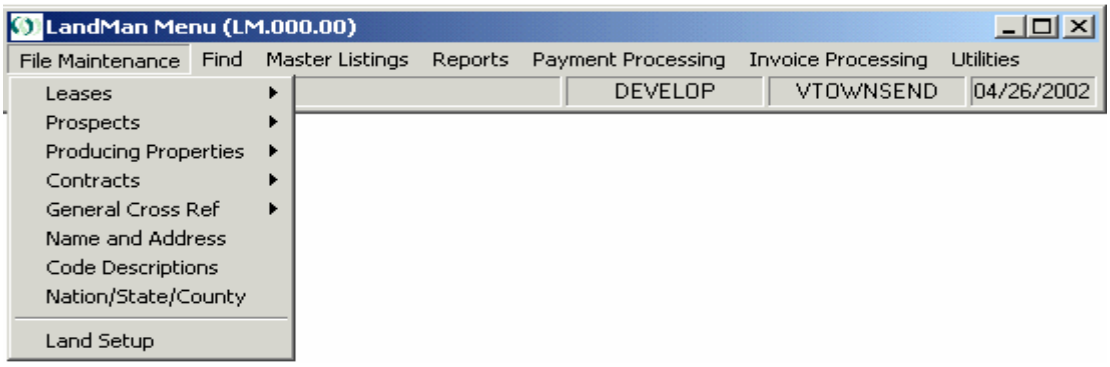


New 6.0 Menu Screen



3.3 FILE MAINTEANCE

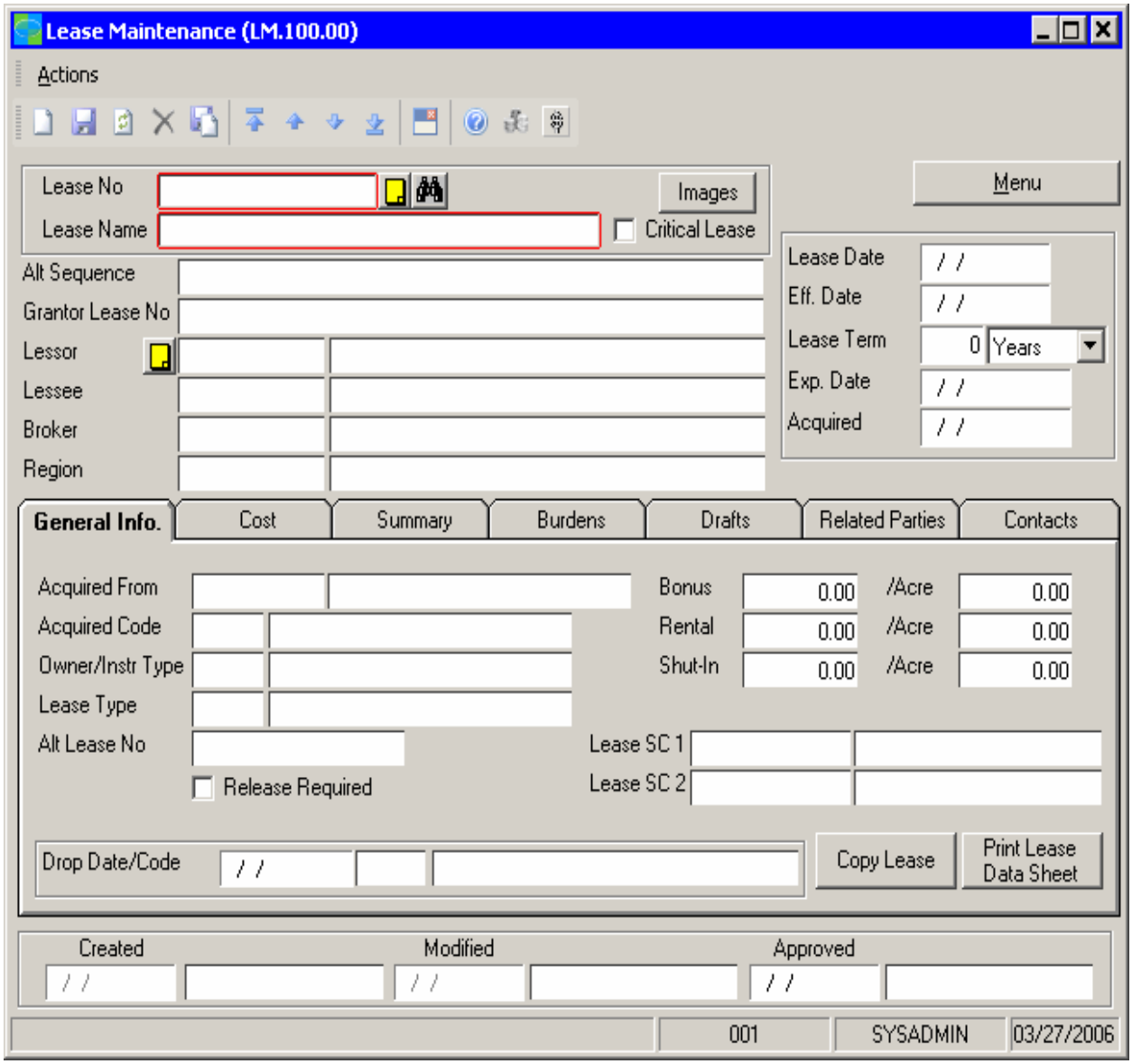
The File Maintenance Menu supports the processing of all maintenance functions. These functions are required to add, change and delete data used by the system. It also allows the reporting or inquiry of the master files used in the system as well as miscellaneous special functions.

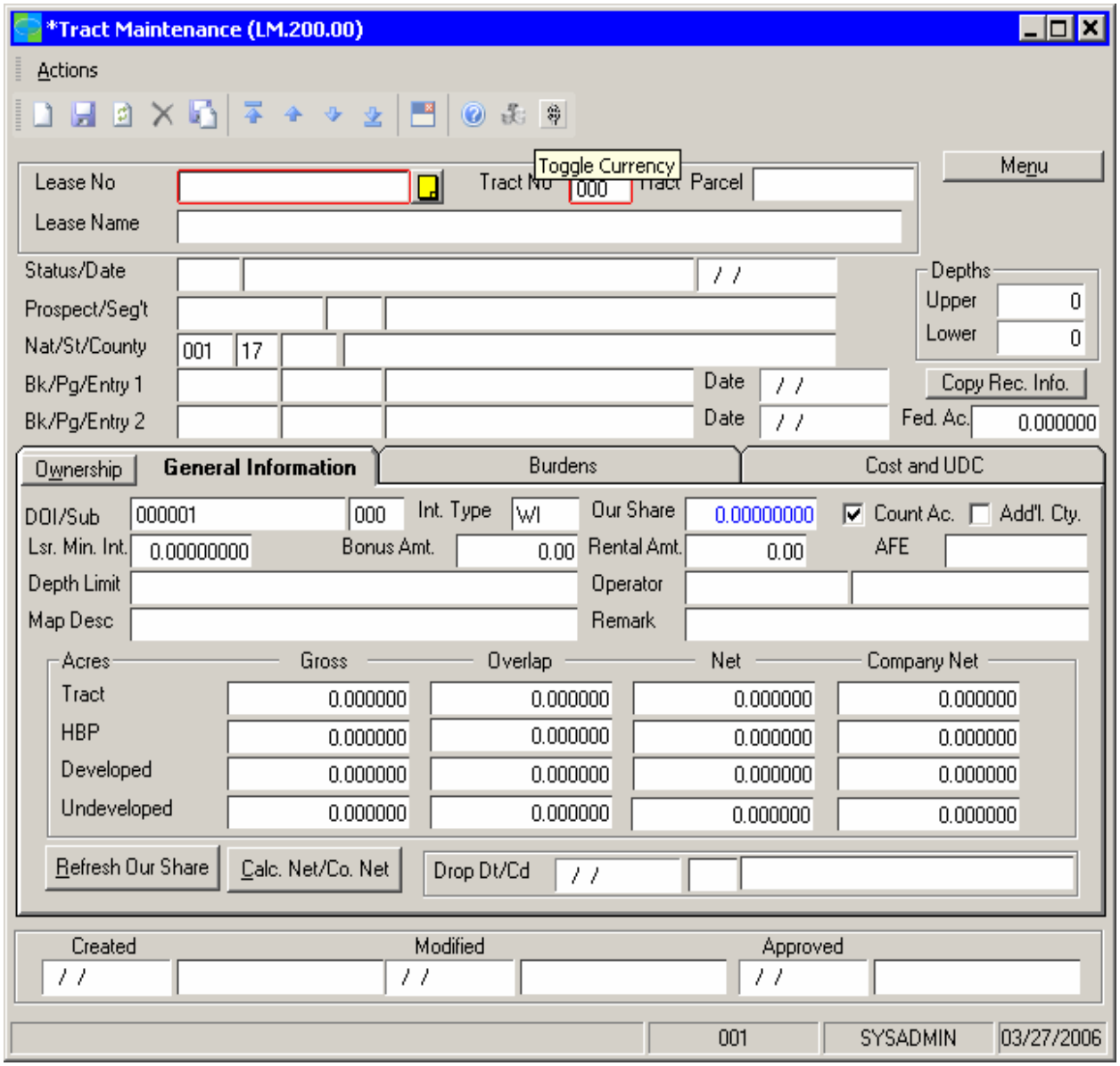


GENERAL OVERVIEW: Within each maintenance function, after the key data is entered, the system verifies if the record already exists. Key data is a unique set of characters and numbers that completely identify a record of information. If it does not exist, the system will assume the record is to be added. If the record does exist, the appropriate information is displayed and it may be changed, scanned or deleted based on the activity you select.

Lease Data Sheets may be produced each day showing additions, changes and deletions. We recommend that these reports be run on a daily basis.

Please refer to Sections 1.4.1A through 2.5.3 in the LANDMAN User Manual for additional detail concerning each of these selections.

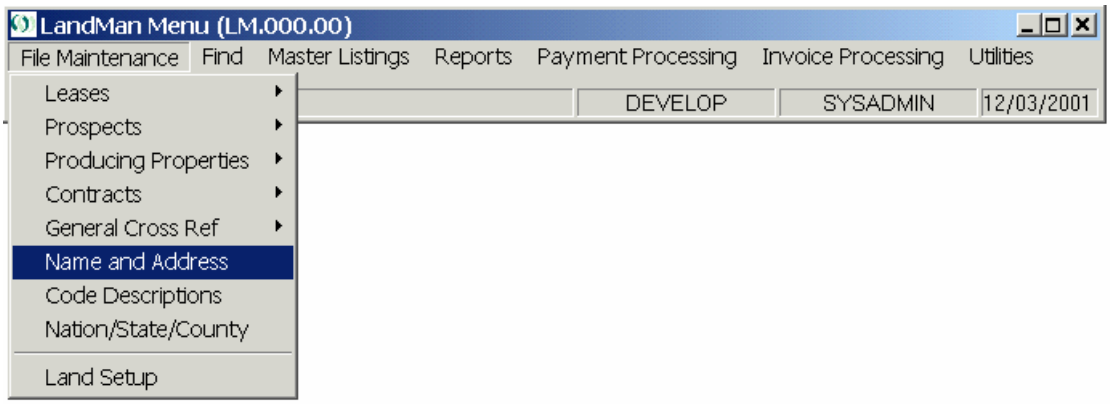

Lease Maintenance (LM.100.00)
Actions
Lease No
Lease Name
Images
Critical Lease
Menu
Alt Sequence
Grantor Lease No
Lessor
Lessee
Broker
Region
Lease Date
Eff. Date
Lease Term
0
Years
Exp. Date
Acquired
General Info.
Cost
Summary
Burdens
Drafts
Related Parties
Contacts
Acquired From
Acquired Code
Owner/Instr Type
Lease Type
Alt Lease No
Release Required
Bonus
Rental
Shut-In
0.00
/Acre
Lease SC 1
Lease SC 2
Drop Date/Code
Copy Lease
Print Lease Data Sheet
Created
Modified
Approved
001
SYSADMIN
03/27/2006


*Tract Maintenance (LM.200.00)
Actions
Toggle Currency
Menu
Lease No
Tract No
000
Tract
Parcel
Lease Name
Status/Date
/ /
Depths
Upper
0
Lower
0
Prospect/Seg't
Nat/St/County
001
17
Bk/Pg/Entry 1
Date
/ /
Copy Rec. Info.
Bk/Pg/Entry 2
Date
/ /
Fed. Ac.
0.000000
Ownership
General Information
Burdens
Cost and UDC
DOI/Sub
000001
000
Int. Type
WI
Our Share
0.00000000
Count Ac.
Add'l. Cty.
Lsr. Min. Int.
0.00000000
Bonus Amt.
0.00
Rental Amt.
0.00
AFE
Depth Limit
Operator
Map Desc
Remark
Acres
Gross
Overlap
Net
Company Net
Tract
0.000000
HBP
Developed
Undeveloped
Refresh Our Share
Calc. Net/Co. Net
Drop Dt/Cd
Created
Modified
Approved
001
SYSADMIN
03/27/2006

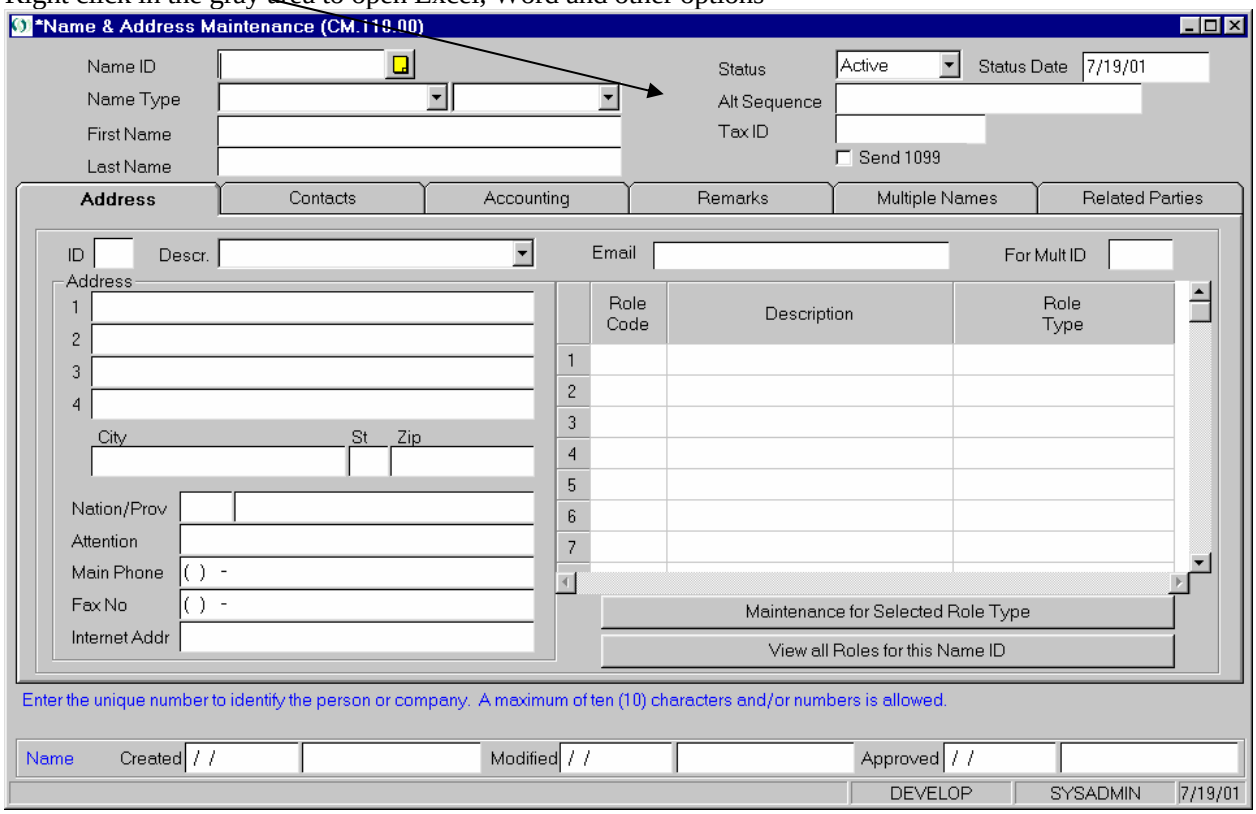
3.4 NAME AND ADDRESS MAINTENANCE

Discuss Access Rights – Who will set up name and address or will they be linked to another accounting system.

To display the Name and Address screen, click on File Maintenance, then Name & Address.



The Name and Address screen will appear as follows: Double Right Click.
Right click in the gray area to open Excel, Word and other options



Enter the ID Number 000002 this will retrieve the data for this ID, or enter the data if the ID does not exist. The <**F3**> table lookup feature is available in the Name ID field. Place cursor on "Alt Sequence" or "Last Name" and double click to sort by both category and owner name.

To enter another ID, you click on the "NEW" page icon, just under File on the Solomon tool bar. Review the Lease Data Sheet at the beginning of this chapter and add Walter Martin to the name and address codes.

The data items are displayed for reference.

Refer to Section 1.1 of the Oil & Gas Master Files User Manual and Section 1.4.1F of the LANDMAN User Manual for additional information concerning Name and Address Maintenance.

Function Keys:

F1 - Help.
F2 - To change a data field while in grid mode. (insert is NOT enabled)
F3 - Lookup.
F4 - Grid to form to grid…..form to grid toggle switch.
F5 - Delete current data field –

NOTE: the "delete key" on a grid line any where in the line…..deletes the entire line.

F6 -
F7 - Accept current date into a date field.
F8 -
F9 - Access to note without clicking the mouse.

<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab Shift Tab puts focus on the "OK" button then "Space Bar" closes the note.

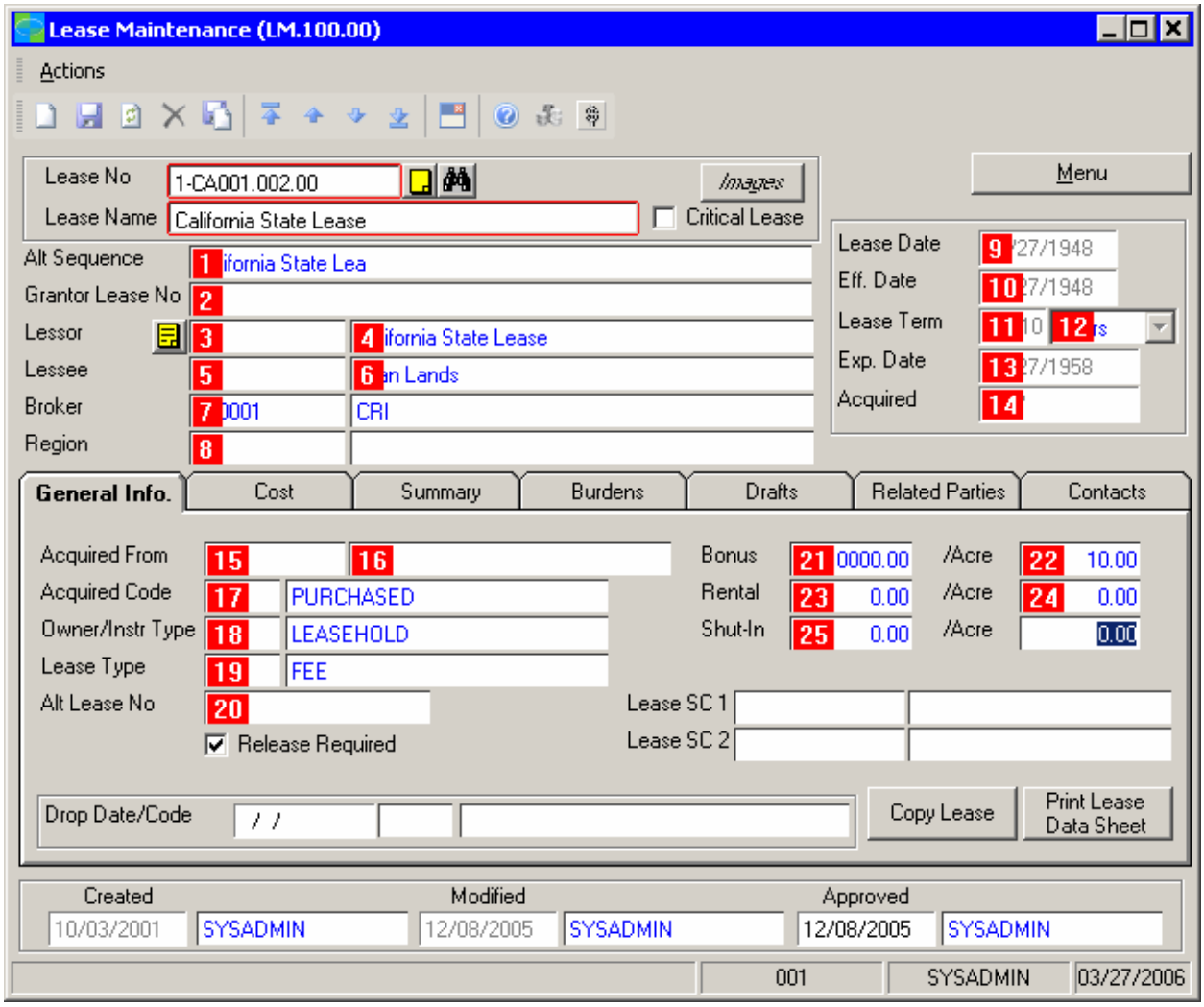
F12 - Jump to next grid

We do print Multi Names on Land Check "For Credit of".
When you change the name, please update the multi name as well.

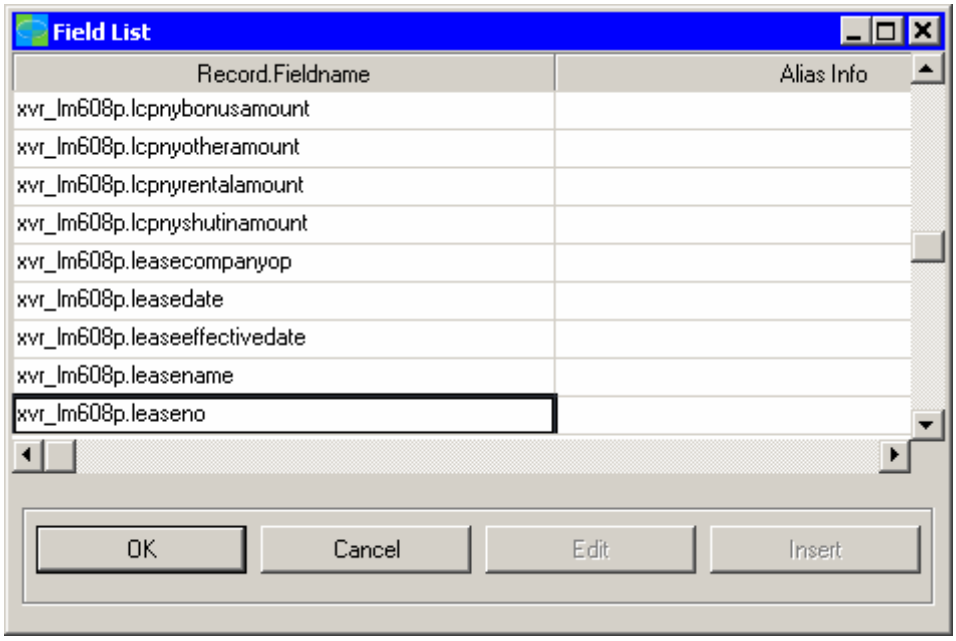
If the original name was an individual, You have to clear the first name before you change the name type. All our report default to print FIRST NAME + LAST NAME WITHOUT checking the name type.

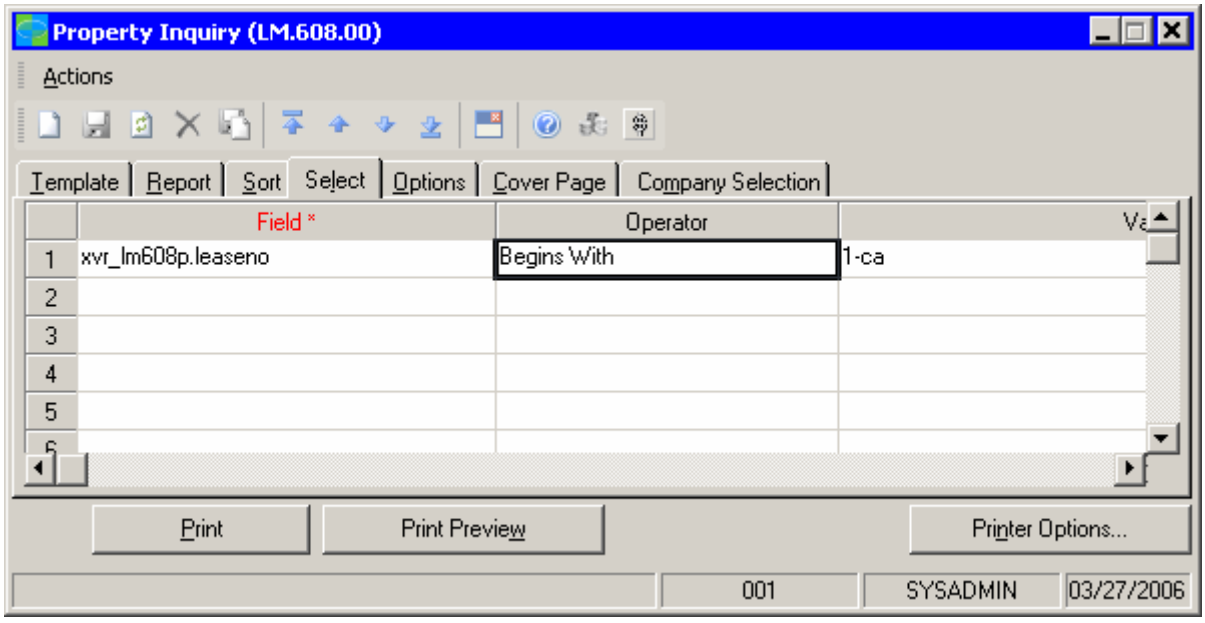
Please check the Multi Name as well. The rule is when there is no multi name, we will default back to the FIRST NAME + LAST NAME WITHOUT checking the name type.

Copy and Paste: Show examples

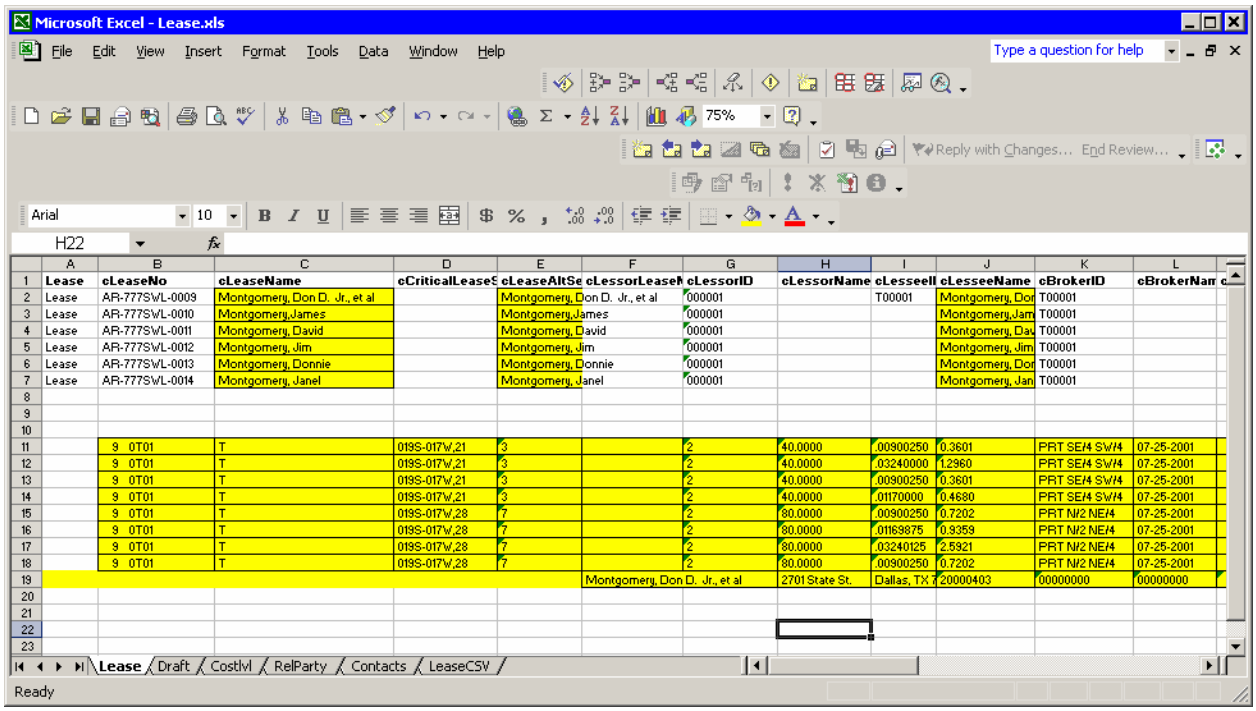


Templates – Screens and Reports:





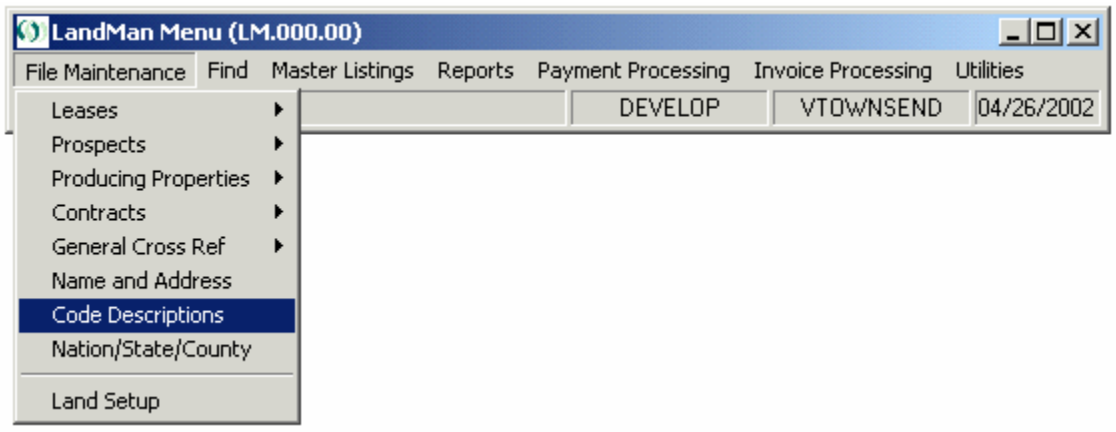
Transaction Import :


Microsoft Excel - Lease.xls
File Edit View Insert Format Tools Data Window Help
Type a question for help
Arial 10
H22
Lease Draft CostIvl RelParty Contacts LeaseCSV
Ready

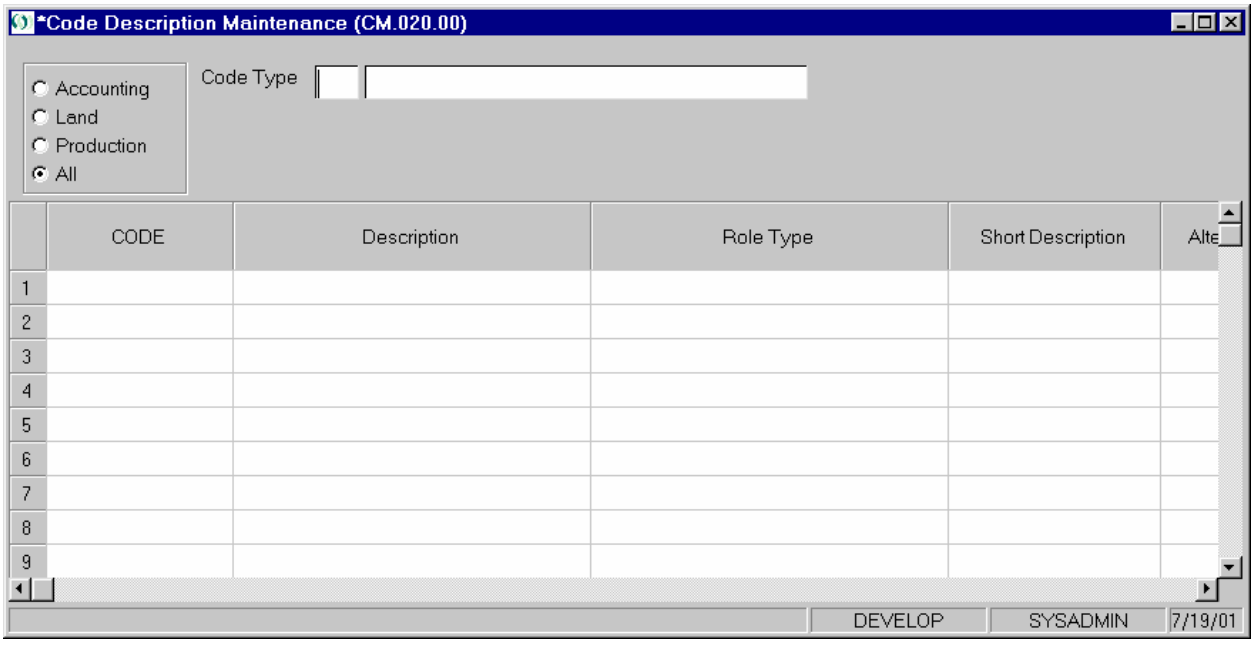
	A	B	C	D	E	F	G	H	I	J	K	L
1	Lease	cLeaseNo	cLeaseName	cCriticalLease	cLeaseAltSe	cLessorLease	cLessorID	cLessorName	cLesseeI	cLesseeName	cBrokerID	cBrokerNam
2	Lease	AR-777SWL-0009	Montgomery, Don D. Jr., et al		Montgomery,	Don D. Jr., et al	000001		T00001	Montgomery, Dor	T00001	
3	Lease	AR-777SWL-0010	Montgomery,James		Montgomery,James		000001			Montgomery,Jam	T00001	
4	Lease	AR-777SWL-0011	Montgomery, David		Montgomery, David		000001			Montgomery, Dav	T00001	
5	Lease	AR-777SWL-0012	Montgomery, Jim		Montgomery, Jim		000001			Montgomery, Jim	T00001	
6	Lease	AR-777SWL-0013	Montgomery, Donnie		Montgomery, Donnie		000001			Montgomery, Dor	T00001	
7	Lease	AR-777SWL-0014	Montgomery, Janel		Montgomery, Janel		000001			Montgomery, Jan	T00001	
8												
9												
10												
11		9 0T01	T	019S-017W,21	3		2	40.0000	.00900250	0.3601	PRT SE/4 SW/4	07-25-2001
12		9 0T01	T	019S-017W,21	3		2	40.0000	.03240000	1.2960	PRT SE/4 SW/4	07-25-2001
13		9 0T01	T	019S-017W,21	3		2	40.0000	.00900250	0.3601	PRT SE/4 SW/4	07-25-2001
14		9 0T01	T	019S-017W,21	3		2	40.0000	.01170000	0.4680	PRT SE/4 SW/4	07-25-2001
15		9 0T01	T	019S-017W,28	7		2	80.0000	.00900250	0.7202	PRT N/2 NE/4	07-25-2001
16		9 0T01	T	019S-017W,28	7		2	80.0000	.01169875	0.9359	PRT N/2 NE/4	07-25-2001
17		9 0T01	T	019S-017W,28	7		2	80.0000	.03240125	2.5921	PRT N/2 NE/4	07-25-2001
18		9 0T01	T	019S-017W,28	7		2	80.0000	.00900250	0.7202	PRT N/2 NE/4	07-25-2001
19						Montgomery, Don D. Jr., et al		2701 State St.	Dallas, TX 7	20000403	00000000	00000000
20												
21												
22												
23												

3.5 CODE DESCRIPTION MAINTENANCE

After adding a Name and Address, we return to the File Maintenance Menu and select Code Description Maintenance.



Click on Code Description to display the following:
<F3> in the "Code Type Field, click the heading description to sort by that column, type "PA" and down arrow to find Payment types and responsibility.



This function allows use of familiar codes rather than having them pre-defined by the system.

Now try entering the Acquired Code defined in the Dates & Codes Section of the Lease Data Sheet.

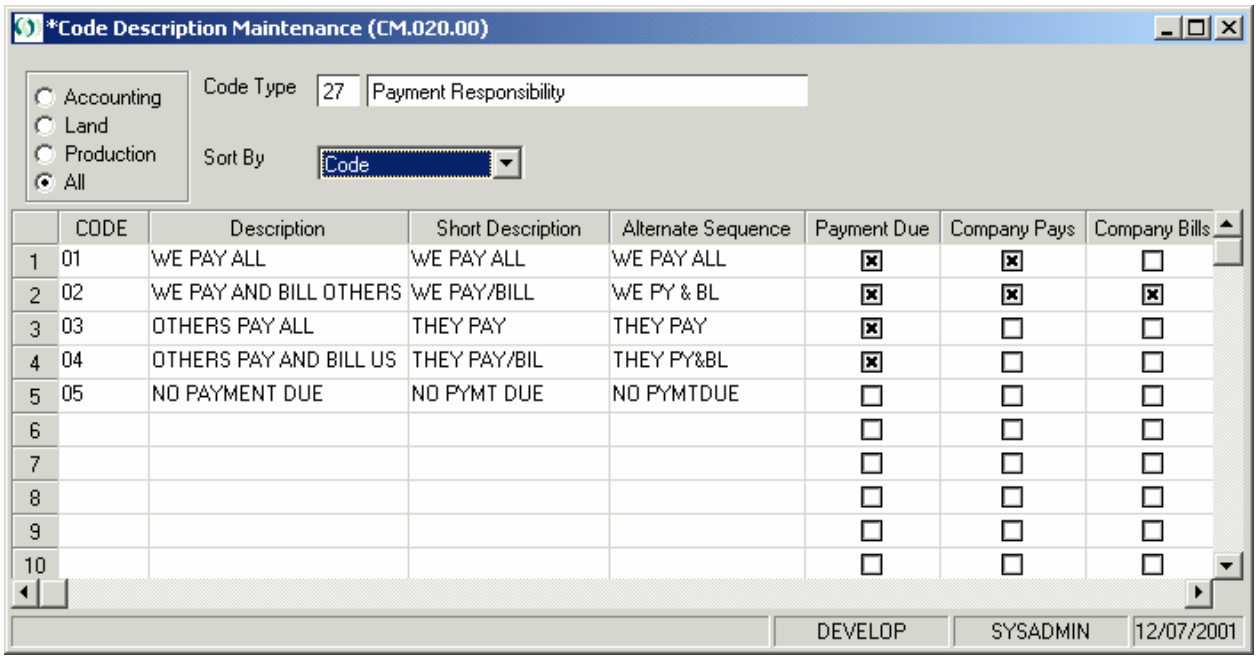
TYPE: Enter the 2-position number from the screen to indicate code type. They <**F3**> table lookup feature is available in this field. Place cursor on "Type Description" and double click to sort by type.

CODE: Enter the value of the code to be maintained. The field size is from 1 to 4 positions, which are indicated in brackets after each code name.

DESCRIPTION: Enter or modify the description of the item. A maximum of 30 characters is allowed and it must be non-blank.

SHORT DESCRIPTION: A maximum of 12 positions is allowed. Defaults to the first 12 positions of the description.

Some of the codes require additional questions. For example Payment Responsibility:

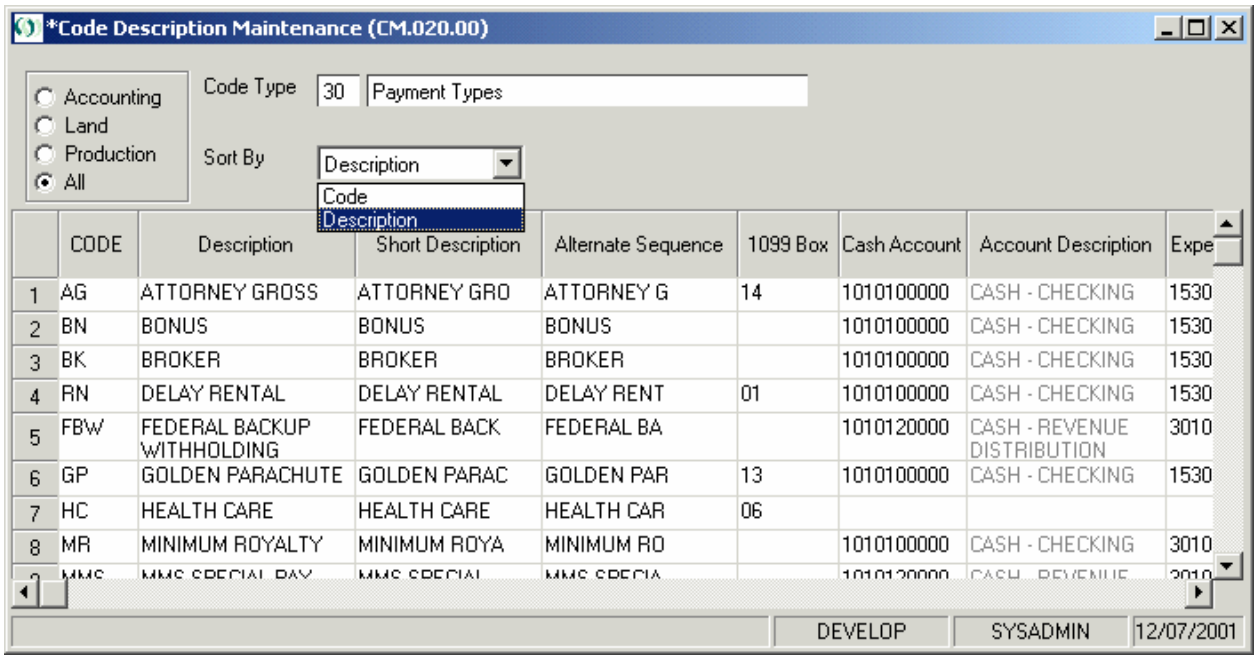


Note for 01 – 05 above, you could use WPAY, WPBO, OPAY, OPBL, NOPY

PAYMENT RESPONSIBILITY

- Is a payment (rental, shut-in, etc.) due?
- Does your company pay rentals?
- Does your company bill joint charges?

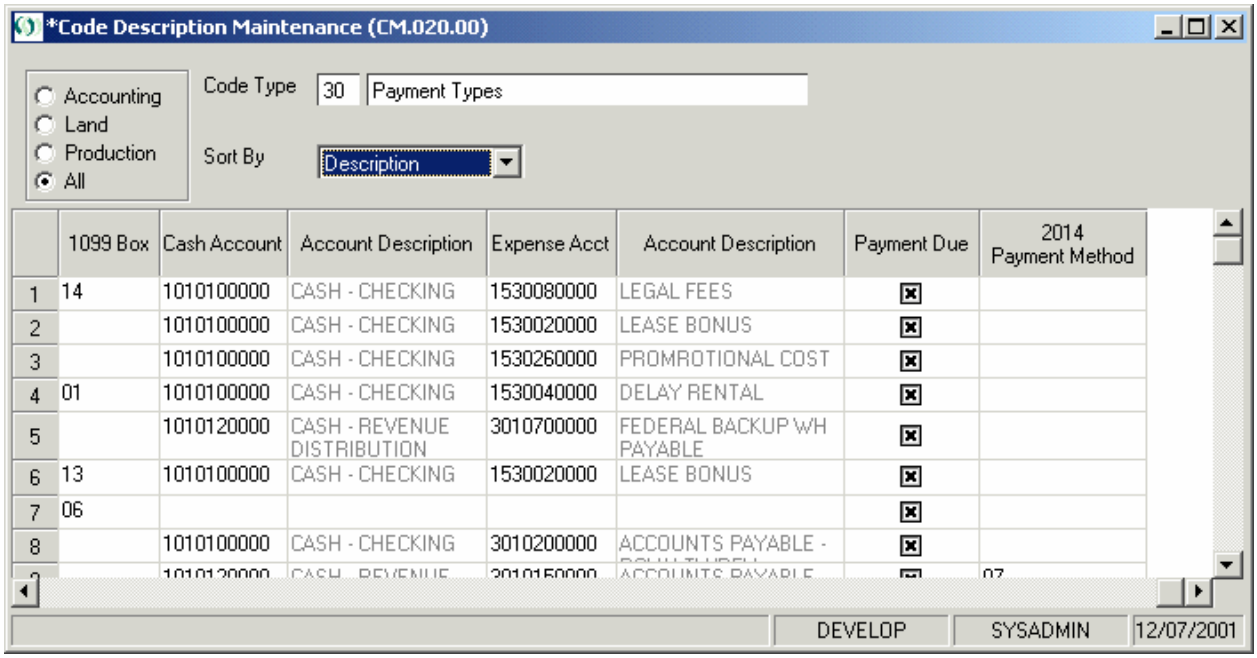
And Payment Types:


*Code Description Maintenance (CM.020.00)
Accounting
Land
Production
All
Code Type
30
Payment Types
Sort By
Description
Code
Description
CODE
Description
Short Description
Alternate Sequence
1099 Box
Cash Account
Account Description
Expe
1 AG ATTORNEY GROSS ATTORNEY GRO ATTORNEY G 14 1010100000 CASH - CHECKING 1530
2 BN BONUS BONUS BONUS 1010100000 CASH - CHECKING 1530
3 BK BROKER BROKER BROKER 1010100000 CASH - CHECKING 1530
4 RN DELAY RENTAL DELAY RENTAL DELAY RENT 01 1010100000 CASH - CHECKING 1530
5 FBW FEDERAL BACKUP WITHHOLDING FEDERAL BACK FEDERAL BA 1010120000 CASH - REVENUE DISTRIBUTION 3010
6 GP GOLDEN PARACHUTE GOLDEN PARAC GOLDEN PAR 13 1010100000 CASH - CHECKING 1530
7 HC HEALTH CARE HEALTH CARE HEALTH CAR 06
8 MR MINIMUM ROYALTY MINIMUM ROYA MINIMUM RO 1010100000 CASH - CHECKING 3010
DEVELOP
SYSADMIN
12/07/2001

PAYMENT TYPE

- General Ledger Account: If interfacing with the PetroComp General Ledger, enter the account number that this payment type is to debit. The account from Company Parameters will be credited.

- 1099 Box: Enter the number of the box in which this payment is to be shown on the 1099. Defaults to the rental box. The box number may be changed at anytime before printing of 1099's if the codes have been entered for each payment.



- Is a payment (rental, shut-in, etc.) due?

A report may be generated for the accounting department, even if not using PetroComp's accounting software, by entering the General Ledger account numbers and running the Journal Report discussed in Section 7.

Refer to Section 1.2 of the Oil & Gas Master Files User Manual and Section 1.4.1G of the LANDMAN User Manual for additional information concerning Code Maintenance.

The following pages offer suggestions for the various Land system codes that may be used.

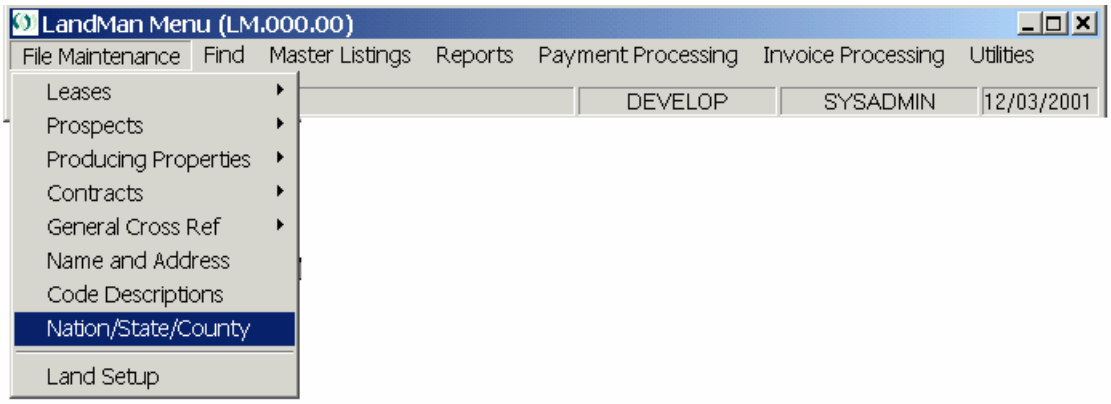
STATUS LISTING

TYPE	CODE	DESCRIPTION	SHORT DESC	PYMT DUE
03	A	ACTIVE	ACTIVE	Y
03	AI	ACTIVE WATER INJECTION WELL	ACTIVE WIW	Y
03	CO	COMMINGLED	COMMINGLED	Y
03	DH	DRY HOLE	DRY HOLE	Y
03	DR	DRILLING	DRILLING	Y
03	FE	FULLY EXECUTED	FULLY EXECUT	Y
03	GI	GAS INJECTION WELL	GAS INJECTOR	Y
03	GS	SHUT IN GAS INJECTION WELL	SI GI	Y
03	GT	TEMP. ABANDONED GAS INJECTOR	TA D GI	Y
03	I	INACTIVE	INACTIVE	Y
03	II	INACTIVE WATER INJECTION WELL	INACTIVE INJ	Y
03	IS	SHUT IN WATER INJECTION WELL	SI WATER INJ	Y
03	IT	TEMP.ABANDONED WATER INJECTOR	TA WTR INJ	Y
03	NP	NON PRODUCING	NON PRODUCIN	Y
03	PA	PLUGGED & ABANDONED	PLUGGED & AB	Y
03	PB	PLUG BACK	PLUG BACK	Y
03	PR	PRODUCING	PRODUCING	Y
03	PT	PLANT	PLANT	Y
03	RC	RECOMPLETED TO ANOTHER ZONE	RECOM ZONE	Y
03	RE	RECOMPLETED	RECOMPLETED	Y
03	SD	SOLD	SOLD	Y
03	SE	SEALED	SEALED	Y
03	SI	SHUT IN	SHUT IN	Y
03	SS	SHUT IN SALTWATER DISPOSAL WELL	SI SWD	Y
03	ST	TEMP.ABANDONED SALTWATER DISPOSAL	TA D SWD	Y
03	SW	ACTIVE SALTWATER DISPOSAL WELL	ACTIVE SWD	Y
03	TA	TEMPORARY ABANDONED	TEMPORARY AB	Y
03	TR	TRANSFERRED	TRANSFERRED	Y
03	UN	UNITIZED	UNITIZED	Y
03`	WI	SHUT IN WATER SOURCE WELL	SHUTIN WSW	Y
03	WS	WATER SOURCE WELL	WATER SOURCE	Y
03	WT	TEMP.ABANDONED WATER SOURCE WELL	TAD WSW	Y

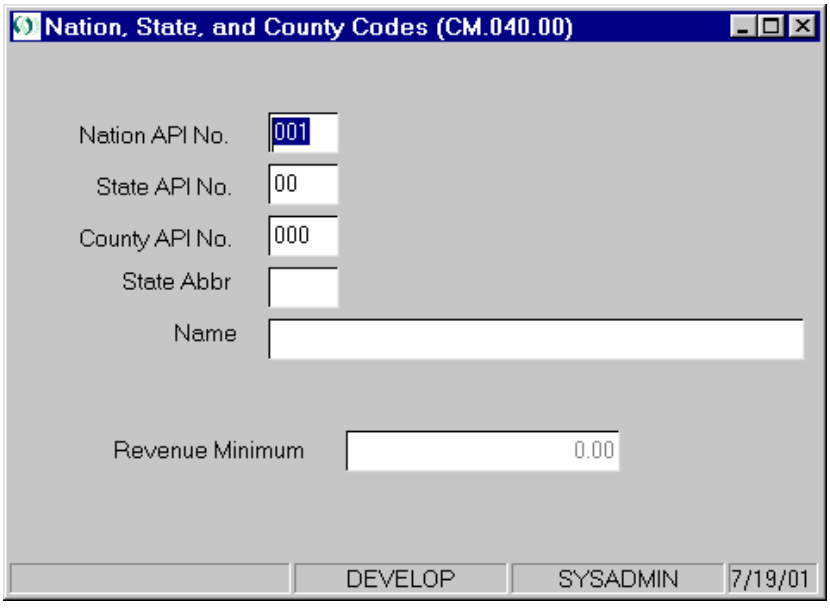
For complete list of sample codes, see the appendix following this section.

3.6 NATION/STATE/COUNTY MAINTENANCE

Now we will add a Nation, State & County. On the File Maintenance menu select Nation/State/County.



To see how the codes should look, do an Inquire on the Nation which is set up as "001" then tap **<Enter>** through State. By the NAME:, United States will now appear on the screen as shown below. Click on the navigation buttons several times and observe how Louisiana, Arcadia and others have been set up.



This function supports the definition of codes to be used to identify Countries, States/Provinces and Counties.

NOTE: ***When setting up states, you must enter the Nation code first. On counties, both the nation and state codes must be entered.***

Let's try to set up the state of Maine with a State Code of 18 and the county of Oxford, Maine with a county code of 017.

TO ENTER A STATE CODE:	TO ENTER A COUNTY CODE:
001 <**ENTER**>	001 <**ENTER**>
18 <**ENTER**>	18 <**ENTER**>
ME <**ENTER**>	17 <**ENTER**>
MAINE <**ENTER**>	OX <**ENTER**>
	OXFORD <**ENTER**>

Press <**CTRL S**> to save this information and close the screen to return to the Maintenance Menu.

Refer to Section 1.3 of the Oil & Gas Master Files User Manual and Section 1.4.1H of the LANDMAN User Manual for additional information concerning Nation/State/County Maintenance.

3.0

The following pages offer suggestions for the various Land system codes that may be used.

STATUS LISTING

TYPE	CODE	DESCRIPTION	SHORT DESC	PYMT DUE
03	A	ACTIVE	ACTIVE	Y
03	AI	ACTIVE WATER INJECTION WELL	ACTIVE WIW	Y
03	CO	COMMINGLED	COMMINGLED	Y
03	DH	DRY HOLE	DRY HOLE	Y
03	DR	DRILLING	DRILLING	Y
03	FE	FULLY EXECUTED	FULLY EXECUT	Y
03	GI	GAS INJECTION WELL	GAS INJECTOR	Y
03	GS	SHUT IN GAS INJECTION WELL	SI GI	Y
03	GT	TEMP. ABANDONED GAS INJECTOR	TA D GI	Y
03	I	INACTIVE	INACTIVE	Y
03	II	INACTIVE WATER INJECTION WELL	INACTIVE INJ	Y
03	IS	SHUT IN WATER INJECTION WELL	SI WATER INJ	Y
03	IT	TEMP.ABANDONED WATER INJECTOR	TA WTR INJ	Y
03	NP	NON PRODUCING	NON PRODUCIN	Y
03	PA	PLUGGED & ABANDONED	PLUGGED & AB	Y
03	PB	PLUG BACK	PLUG BACK	Y
03	PR	PRODUCING	PRODUCING	Y
03	PT	PLANT	PLANT	Y
03	RC	RECOMPLETED TO ANOTHER ZONE	RECOM ZONE	Y
03	RE	RECOMPLETED	RECOMPLETED	Y
03	SD	SOLD	SOLD	Y
03	SE	SEALED	SEALED	Y
03	SI	SHUT IN	SHUT IN	Y
03	SS	SHUT IN SALTWATER DISPOSAL WELL	SI SWD	Y
03	ST	TEMP.ABANDONED SALTWATER DISPOSAL	TA D SWD	Y
03	SW	ACTIVE SALTWATER DISPOSAL WELL	ACTIVE SWD	Y
03	TA	TEMPORARY ABANDONED	TEMPORARY AB	Y
03	TR	TRANSFERRED	TRANSFERRED	Y
03	UN	UNITIZED	UNITIZED	Y
03`	WI	SHUT IN WATER SOURCE WELL	SHUTIN WSW	Y
03	WS	WATER SOURCE WELL	WATER SOURCE	Y
03	WT	TEMP.ABANDONED WATER SOURCE WELL	TAD WSW	Y

REMARKS TYPE – LEASE/TRACT

TYPE	CODE	DESCRIPTION	SHORT DESC
15	ABAT	DRILL ABATE	DRILL ABATE
15	BI	BACK-IN	BACK-IN
15	CALL	CALL ON PRODUCTION	CALL ON PROD
15	CONT	CONTIGUOUS ACREAGE	CNTG ACRE
15	COT	CHAIN OF TITLE	CHAIN OF TIT
15	CROY	COMPENSATORY ROYALTY	COMP ROY
15	DAMG	UNUSUAL DAMAGES	UNUSUAL DAM
15	DEPT	DEPTH LIMIT	DEPTH LIMIT
15	ESCR	ESCALATING RENTALS	ESC RENTS
15	EXTN	EXTENSION	EXTENSION
15	FEDS	FEDERAL STIPULATION	FED STIP
15	HUBB	HUBBARD	HUBBARD
15	MINE	MINERAL EXCLUSION	MIN EXCLUSI
15	MROY	MINIMUM ROYALTY	MIN ROY
15	MS	MISCELLANEOUS	MISC
15	NKND	PRODUCTION IN KIND	PROD IN KIND
15	NOTE	LESSOR CONSENT	LSR CONSENT
15	OFFS	OFFSET PROVISION	OFFSET PROV
15	OPER	CONTINUOUS OPERATIONS	CONT OPER
15	OTHR	OTHER	OTHER
15	POUT	PAYOUT ELECTION	PAYOUT ELECT
15	POOL	POOLING	POOLING
15	PRTL	PARTIAL ASSIGNMENT	PART ASSGN
15	PUGH	PUGH - YEARS	PUGH-YRS
15	RCVD	ASSIGNMENT RECEIVED	ASSGN RECV
15	REAS	REASSIGNMENT DUE	REASSIGN DUE
15	REST	RESTORATION OF SURFACE	RESTORE
15	RLRQ	RELEASE REQUIRED	REL REQUIR
15	RNTR	RENTAL REDUCTION	RNT REDUCE
15	RNWL	RENEWAL	RENEWAL
15	RWRK	REWORK	REWORK
15	SI	SHUT IN CLAUSE	SHUT IN CL
15	SURF	SURFACE USE	SURFACE USE
15	SURR	SURRENDER	SURRENDER
15	WARR	WARRANTY	WARRANTY

OBLIGATION CODE LISTING

TYPE	CODE	DESCRIPTION	SHORT DESC
16	ADPY	ADDITIONAL PAYMENT REQUIRED	ADTL PYMT
16	CD	CONTINUOUS DEVELOPMENT	CONT DEV
16	CF	CONFIDENTIALITY	CONFIDENTIAL
16	CR	COMPENSATORY ROYALTY	COMP ROY
16	DR	DRILLING REQUIREMENT	DRLG REQ
16	ER	ESCALATING ROYALTY	ESC ROY
16	GGOP	GEOLOGICAL OPERATIONS	GEOL OPS
16	KK	KEEP SAKE ROYALTY	KEEP SAKE RY
16	MR	MINIMUM ROYALTY	MIN ROY
16	OPER	PLAN OF OPERATIONS	PLAN OF OPER
16	OPT	OPTION TO RENEW OR EXTEND	OPTN TO REN
16	REAS	REASSIGNMENT OBLIGATION	REASSIGNMENT
16	RR	RELEASE REQUIRED	RLS REQU
16	SFRS	SURFACE RESTORATION	SURF REST
16	SI	SHUT-IN	SHUT-IN
16	WO	WORKOVER	WORKOVER

FIELD CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
18	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. The design of this code is a company preference and should be set up by the User.

CROSS REFERENCE TYPE LISTING

TYPE	CODE	DESCRIPTION	SHORT DESC
21	ASMT	ASSIGNMENT	ASSIGNMENT
21	POOL	POOLING	POOLING
21	SALE	LEASE SALES PACKAGE	LEASE SALE
21	UNIT	UNITIZATION	UNITIZATION

SURVEY CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
22	14 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

PROSPECT CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
23	17 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. The design of this code is a company preference and should be set up by the User.

DISTRICT CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
24	17 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

LEASE TYPE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
25	AL	ALLOTTED LANDS	ALLOTTED LDS
25	FA	FEDERAL ACQUIRED	FED ACQUIRED
25	FD	FEDERAL PUBLIC DOMAIN	FED PUBLIC
25	FE	FEE LEASE	FEE LEASE
25	FL	FEDERAL LEASE	FED LSE
25	OC	OUTER CONTINENTAL SHELF	OCS
25	RW	RIGHT-OF-WAY	ROW
25	SF	STATE OFFSHORE	ST OFFSHORE
25	SL	SURFACE LEASE	SURFACE LSE
25	ST	STATE ONSHORE	ST ONSHORE
25	SW	SALT WATER DISPOSAL	SWD
25	TR	TRIBAL LANDS	TRIBAL LANDS
25	VL	VETERANS LAND BOARD	VET LAND BRD

UNIT CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
26	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

PAYMENT RESPONSIBILITY CODES

TYPE	CODE	DESCRIPTION	SHORT DESC	PYMT DUE	PAYS	BILLS
27	01	WE PAY ALL	WE PAY ALL	Y	Y	Y
27	02	WE PAY AND BILL OTHERS	WE PAY/BILL	Y	Y	Y
27	03	OTHERS PAY ALL	THEY PAY ALL	Y	N	N
27	04	OTHERS PAY AND BILL US	THEY PAY/BIL	Y	N	N
27	05	NO PAYMENT DUE	NO PYMT DUE	Y	N	N

ACQUIRED CODE LISTING

TYPE	CODE	DESCRIPTION	SHORT DESC
28	A001	ACQUISITION FROM BROKER	ACQ BROKER
28	A002	ACQUISITION FROM COMPANY	ACQ COMPANY
28	ACEX	ACREAGE EXCHANGE	AC EXCHANGE
28	DRCT	ACQUIRED DIRECT FROM LESSOR	ACQ DIRECT
28	E001	PRODUCED TO EARN	PROD TO EARN
28	E002	DRILLED TO EARN	DRLD TO EARN
28	E003	COMPLETED TO EARN	COMP TO EARN
28	FI	FARM-IN	FARM-IN
28	JV	JOINT VENTURE	JOINT VENT
28	MERG	MERGER	MERGER
28	PURC	PURCHASED	PURCHASED

INSTRUMENT TYPE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
29	A001	ASSIGNMENT	ASSIGNMENT
29	A002	ASSIGNMENT & BILL OF SALE	ASMT BOS
29	A003	ASSIGNMENT OF WORKING INTEREST	ASMT WI
29	A004	ASSIGNMENT OF OVERRIDING ROY INT	ASMT ORRI
29	A005	PARTIAL ASSIGNMENT	PART ASMT
29	BOS	BILL OF SALE	BILL OF SALE
29	D001	ROYALTY DEED	ROY DEED
29	D002	QUITCLAIM DEED	QUITCLAIM DE
29	ESMT	EASEMENT	EASEMENT
29	L001	LEASEHOLD	LEASEHOLD
29	L002	GEOTHERMAL LEASE	GEOTHERM LS
29	L003	PROTECTION LEASE	PROT LSE
29	OPTN	OPTION AGREEMENT	OPTION AGMT
29	R001	RELEASE	RELEASE
29	R002	PARTIAL RELEASE	PARTIAL RLS
29	ROW	RIGHT-OF-WAY	RIGHT-OF-WAY
29	S001	SURFACE USE AGREEMENT	SURFACE USE
29	S002	SALT WATER DISPOSAL AGREEMENT	SW DISPOSAL
29	W001	WARRANTY DEED	WARR DEED
29	W002	SPECIAL WARRANTY DEED	SPEC WD
29	W003	GENERAL WARRANTY DEED	GENERAL WD

PAYMENT TYPES CODES

TYPE	CODE	DESCRIPTION	SHORT DESC	PYMT DUE	DR-ACCOUNT	CR-ACCOUNT
30	A1	RENTAL A1	RENTAL A1	Y	0000000000	0000000000
30	AG	ATTORNEY GROSS	ATTORNEY GRO	Y	0000000000	0000000000
30	AR	RENTAL AR	RENTAL AR	N	0000000000	0000000000
30	BK	BROKER PAYMENT	BROKER PYMT	Y	0000000000	0000000000
30	BN	BONUS	BONUS	Y	0000000000	0000000000
30	FBW	FEDERAL BACKUP WITHHLD	FEDERAL BU	Y	0000000000	0000000000
30	GP	GOLDEN PARACHUTE	GOLDEN PAR	Y	0000000000	0000000000
30	HC	HEALTH CARE	HEALTH CARE	Y	0000000000	0000000000
30	MMS	MMS SPECIAL PAY	MMS SPECIAL	Y	0000000000	0000000000
30	MR	MINIMUM ROYALTY	MIN ROYALTY	Y	0000000000	0000000000
30	OI	OTHER INCOME	OTHER INCOME	Y	0000000000	0000000000
30	OP	OPTION TO RENEW	OPTION TO RE	Y	0000000000	0000000000
30	PD	PAID UP	PAID UP	Y	0000000000	0000000000
30	PP	PRODUCTION PAYMENT	PROD PYMT	Y	0000000000	0000000000
30	RI	ROYALTIES	ROYALTIES	Y	0000000000	0000000000
30	RN	DELAY RENTAL	DELAY RENTAL	Y	0000000000	0000000000
30	SF	SURFACE LEASE	SURFACE LEASE	Y	0000000000	0000000000
30	SI	SHUT-IN ROYALTY	SHUT-IN ROY	Y	0000000000	0000000000
30	SP	SPECIAL PAY	SPECIAL PAY	Y	0000000000	0000000000
30	TX	TAXES PAYABLE	TAXES PAYABLE	Y	0000000000	0000000000
30	TXC	TAXES PAYABLE COLORADO	TAXES PAY CO	Y	0000000000	0000000000

DROP REASON CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
31	EXP	EXPIRED	EXPIRED
31	INLS	INVALID LEASE	INVALID LSE
31	NPR	NON-PAYMENT OF RENTAL	RENT NOT PD
31	PRCD	PRODUCTION CEASE	DPROD CEASED
31	SLD	SOLD	SOLD
31	T001	TRANSFERRED TO ANOTHER NUMBER	TRANSF NO
31	T002	TRANSFERRED TO ANOTHER COMPANY	TRANSF CO
31	U001	DROPPED FROM UNIT	OUT OF UNIT
31	U002	UNIT DISSOLVED	UNIT DISSOLV
31	WP&A	WELL PLUGGED AND ABANDONED	WELL P&A'D

CONTRACT TYPE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
33	AMI	AREA OF MUTUAL INTEREST	AMI
33	BCA	BOTTOMHOLE CONTRIB AGREEMENT	BOTTOMHOLE
33	BID	BIDDING AGREEMENT	BIDDING AGMT
33	BOS	BILL OF SALE	BILL OF SALE
33	D/O	DIVISION ORDER	DIV ORDER
33	EXPL	EXPLORATION AGREEMENT	EXPL AGMT
33	F/O	FARMOUT AGREEMENT	FARMOUT AGMT
33	G001	GAS PURCHASE AGREEMENT	GAS PURCH AG
33	G002	GAS PROCESSING AGREEMENT	GAS PROC AGT
33	G003	GAS SALES CONTRACT	GAS SALES
33	JOA	JOINT OPERATING AGREEMENT	JT OPER AGMT
33	MISC	MISCELLANEOUS	MISCELLANEOU
33	PPA	PRODUCTION PAYMENT AGREEMENT	PROD PMT AGT
33	STRG	STORAGE AGREEMENT	STORAGE AGMT
33	TRAN	TRANSPORTATION AGREEMENT	TRANSP AGMT
33	UNIT	UNTI AGREEMENT	UNTI AGMT

MINERAL INTENT LISTING

TYPE	CODE	DESCRIPTION	SHORT DESC
35	CG	CASINGHEAD GAS	CASINGHD GAS
35	CO	CRUDE OIL	OIL
35	GS	GAS	GAS
35	OG	OIL AND GAS	OIL AND GAS
35	SW	SALT WATER DISPOSAL	SWD

PROVINCE (PROSPECT) CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
36	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

GEOLOGICAL PLAY (SEGMENT) CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
37	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

DISTRICT (PROSPECT) CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
38	ES	EASTERN STATES	EASTERN ST
38	FM	FARMINGTON	FARMINGTON
38	GC	GULF COAST	GULF COAST
38	MD	MIDLAND	MIDLAND
38	OFF	OFFSHORE	OFFSHORE
38	RM	ROCKY MOUNTAINS	ROCKY MTN
38	SW	STATE WATERS	STATE WATERS
38	WC	WEST COAST	WEST COAST

REMARK TYPES - LOCATION CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
44	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

REMARK TYPES - NAME CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
45	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

GEOGRAPHIC REGION CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
46	001	Offshore – Federal	OS-Federal
46	002	Offshore – Louisiana	OS-LA
46	003	Offshore – Texas	OS-TX
46	004	Eastern Region	Eastern
46	005	Central Region	Central
46	006	So. Central Region	So. Central
46	007	Mountain Region	Mountain Reg
46	008	Foreign Region	Foreign Reg
46	009	Gulf Coast	Gulf Coast
46	010	South Texas	South Texas
46	011	Mid-Continent	Mid-Continen
46	012	Rocky Mountains	Rocky Mtns
46	013	East Texas	East Texas
46	014	West Texas	West Texas
46	015	Panhandle of Texas	TX Panhandle

GOVERNMENTAL FIELD CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
49	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

CONTRACT CLAUSE (PROVISION) CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
51	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

ADDITIONAL SURVEY CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
54	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

RECORD STATUS CODES (LAND) CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
61	01	ACTIVE	ACTIVE
61	A	ACTIVE	ACTIVE
61	99	INACTIVE	INACTIVE
61	I	INACTIVE	INACTIVE
61	50	PENDING	PENDING
61	P	PENDING	PENDING

STATUS - TRACT ACREAGE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
62	A001	ACTIVE	ACTIVE
62	A002	ACTIVE PROSPECT	ACTIVE PROSP
62	A003	ACTIVE SALTWATER DISPOSAL WELL	ACTIVE SWDW
62	A004	ACTIVE WWATER INJECTION WELL	ACTIVE WATER
62	CO	COMMINGLED	COMMINGLED
62	DH	DRY HOLE	DRY HOLE
62	DR	DRILLING	DRILLING
62	HBO	HELD BY OPERATIONS	HELD BY OPER
62	HBP	HELD BY PRODUCTION	HELD BY PROD
62	HBU	HELD BY UNIT	HELD BY UNIT
62	I001	INACTIVE	INACTIVE
62	I002	INACTIVE PROSPECT	INACT PROSP
62	I003	INACTIVE WATER INJECTION WELL	INACT WATER
62	PA	PLUGGED & ABANDONED	P & A
62	PB	PLUGGED BACK	PLUG BACK
62	PR	PRODUCING	PRODUCING
62	R001	RECOMPLETED	RECOMPLETED
62	R002	RECOMPLETED TO ANOTHER ZONE	RECOMPL ZONE
62	RF	RECOVERING FRAC OIL	RECOV FRAC
62	RN	RENTAL	RENTAL
62	SE	SEALED	SEALED
62	SI	SHUT IN	SHUT IN
62	SLD	SOLD	SOLD
62	TA	TEMPORARILY ABANDONED	TEMPORARY AB
62	TR	TRANSFERRED	TRANSFERRED
62	UN	UNITIZED	UNITIZED

TOWNSITE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
63	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

TOWNSHIP CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
64	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

SUBDIVISION CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
65	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

OCS AREA CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
66	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

OCS REGION CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
67	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

RELATED PARTIES CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
68	01	BENEFICIARY	BENEFICIAR
68	02	REMAINDERMAN	REMAINDERM
68	03	CO-FIDUCIARY	CO-FIDUCIA
68	04	ATTORNEY	ATTORNEY
69	05	ACCOUNTANT	ACCOUNTANT

GOVERNMENT LEASE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
69	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

MERIDIAN CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
80	E1	EAST OF 1 – MANITOBA	EAST OF 1
80	E2	EAST OF 2 – SASKA	EAST OF 2
80	E5	EAST OF 5 – ALB/SASKA	EAST OF 5
80	W1	WEST OF 1 – MANITOBA	WEST OF 1
80	W2	WEST OF 2 – SASKA	WEST OF 2
80	W3	WEST OF 5 – ALBERTA	WEST OF 5

ROLE TYPES CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
86	001	ACCOUNT EMPLOYEE	ACCOUNT EMPL
86	002	BUYER	BUYER
86	003	COLLECTION TAX JURISDICTION	COLL TAX
86	004	CONTACT FOR ACCESS TO PROPERTY	CONTACT
86	005	CO-OWNER	CO-OWNER
86	006	CORRESPONDENCE BANK	CORRESPONDEN
86	008	GENERAL PARTNER	GENERAL PART
86	009	GRANTEE	GRANTEE
86	010	GRANTOR	GRANTOR
86	011	INSPECTION FIRM	INSP FIRM
86	012	INSPECTOR	INSPECTOR
86	013	LESSEE	LESSEE
86	014	LESSEE ON PREMISES CONTACT	LESSEE CONT
86	015	LESSOR	LESSOR
86	016	NEW RESPONSIBLE PARTY	NEW PARTY
86	017	OIL/GAS DIVISION MANAGER	DIV MANAGER
86	018	OPERATOR	OPERATOR
86	019	OPERATOR CONTACT	OPER CONTACT
86	020	PARTY BILLED	PARTY BILLED
86	021	PAYEE	PAYEE
86	022	PAYOR	PAYOR
86	023	PROSPECTIVE TENANT	PROSP TENANT
86	024	PUMPER CONTACT	PUMPER CONT
86	025	PURCHASER	PURCHASER
86	026	PURCHASER CONTACT	PURCH CONTAC
86	027	REAL ESTATE DIVISION MANAGER	REAL ESTATE
86	028	SELLER	SELLER

RESERVOIR CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
90	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

GOVERNMENT RESERVOIR CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
91	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

This code will be not be populated. This will vary by company and should be set up by the User.

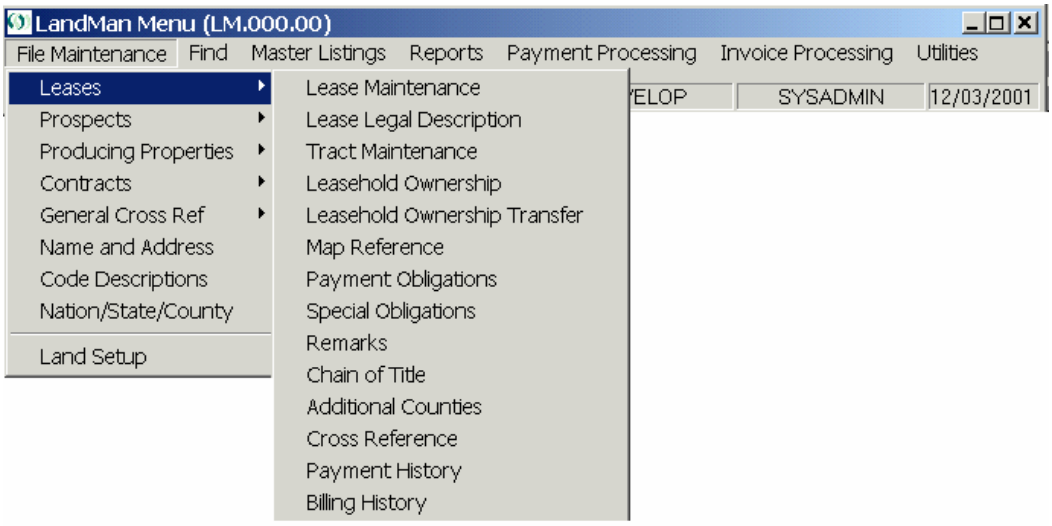
GOVERNMENT LEASE CODES

TYPE	CODE	DESCRIPTION	SHORT DESC
95	10 CHAR (Alpha & Numeric)	40 CHARACTERS	12 CHARACTERS

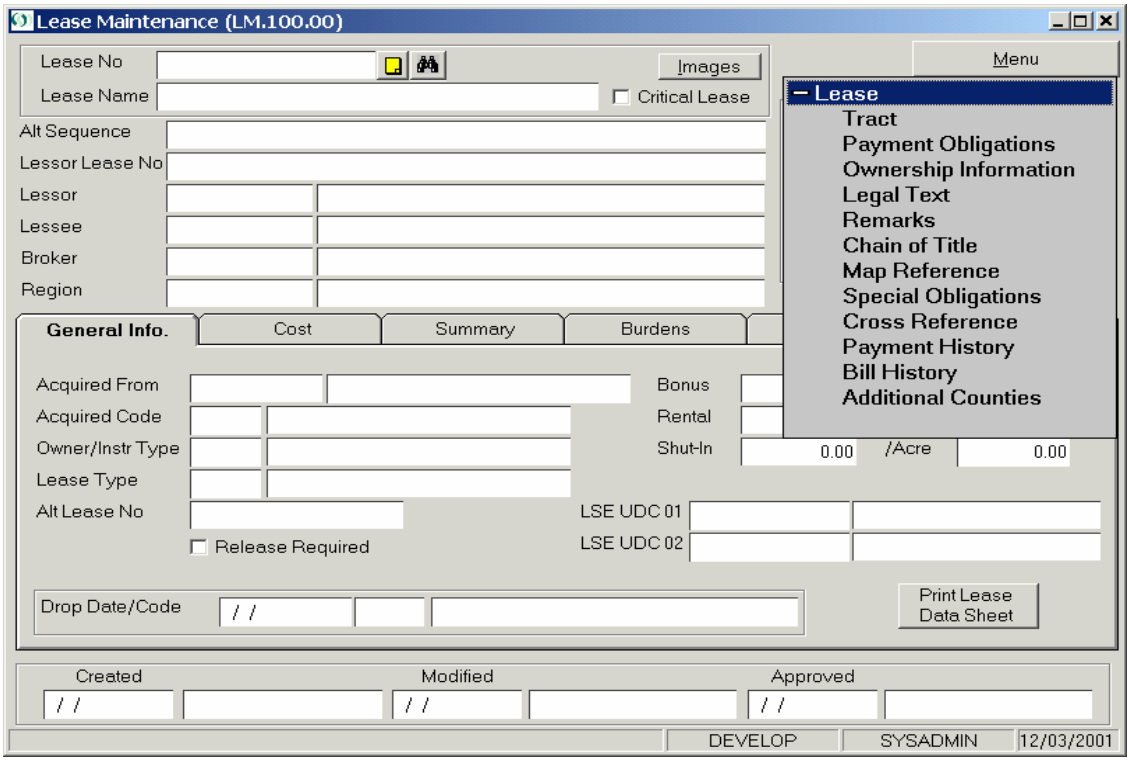
This code will be not be populated. This will vary by company and should be set up by the User.

4.0 LEASE DATA MAINTENANCE

Lease Data Maintenance is used to enter or modify the data stored in the system for each lease. Lease Data consists of several screens controlled by the Lease Data Maintenance Menu. Each section of the lease to be modified may be selected on the lease maintenance screen



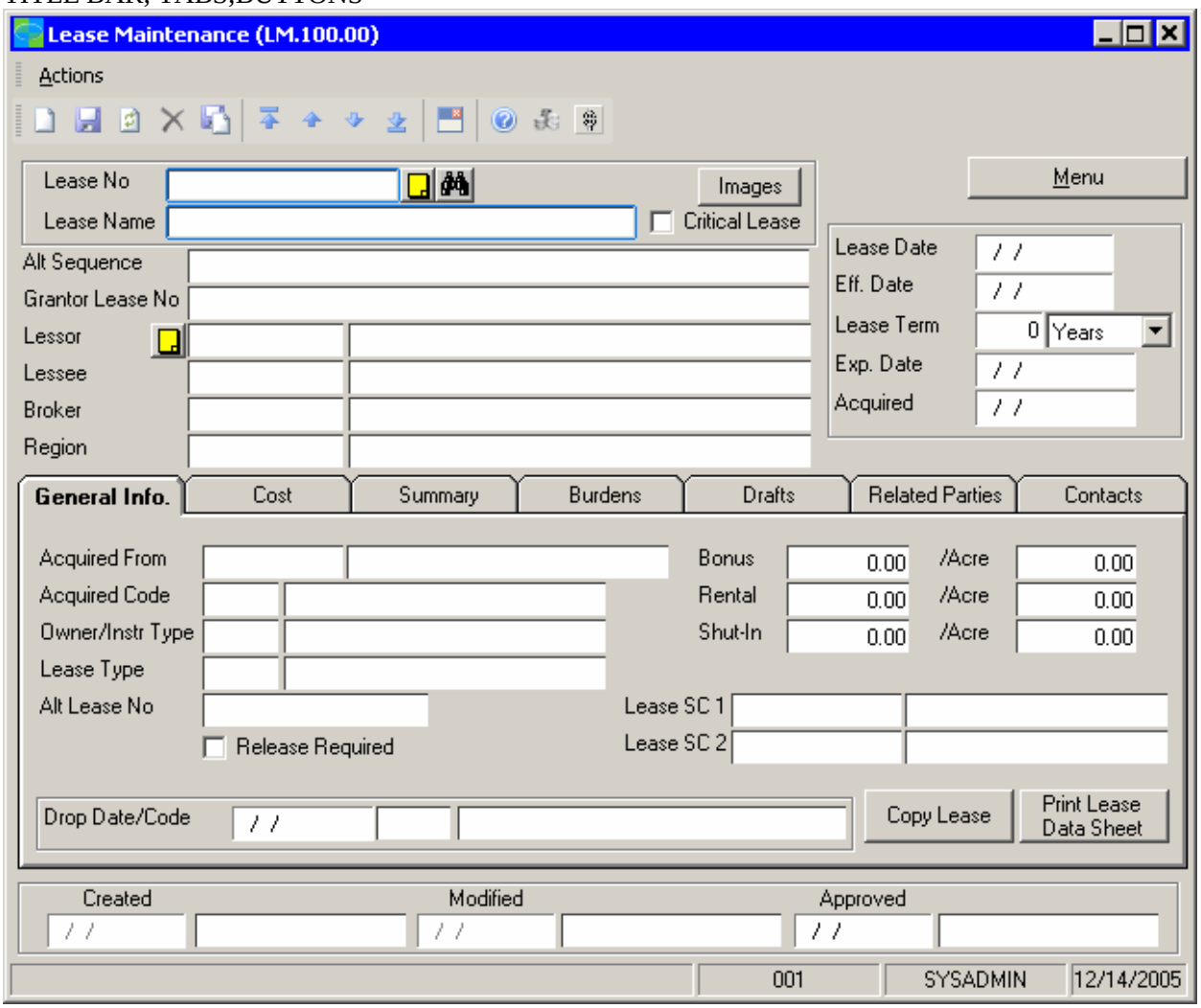
or selected by using the "MENU" option on the lease.



Now proceed to the General Information tab by moving the cursor to this tab.

Click on the “Cost” tab to reveal the cost information. This also applies to the “Summary”, “Burdens”, “Drafts”, Contacts and “Related Parties” sections.

Note: Any data field can be made required as you desire using the flexible and easy to use Customization Manager. Below only the lease No and Lease Name are delivered out of the box as required fields. You decide what data fields are required for your operation.
TITLE BAR; TABS;BUTTONS

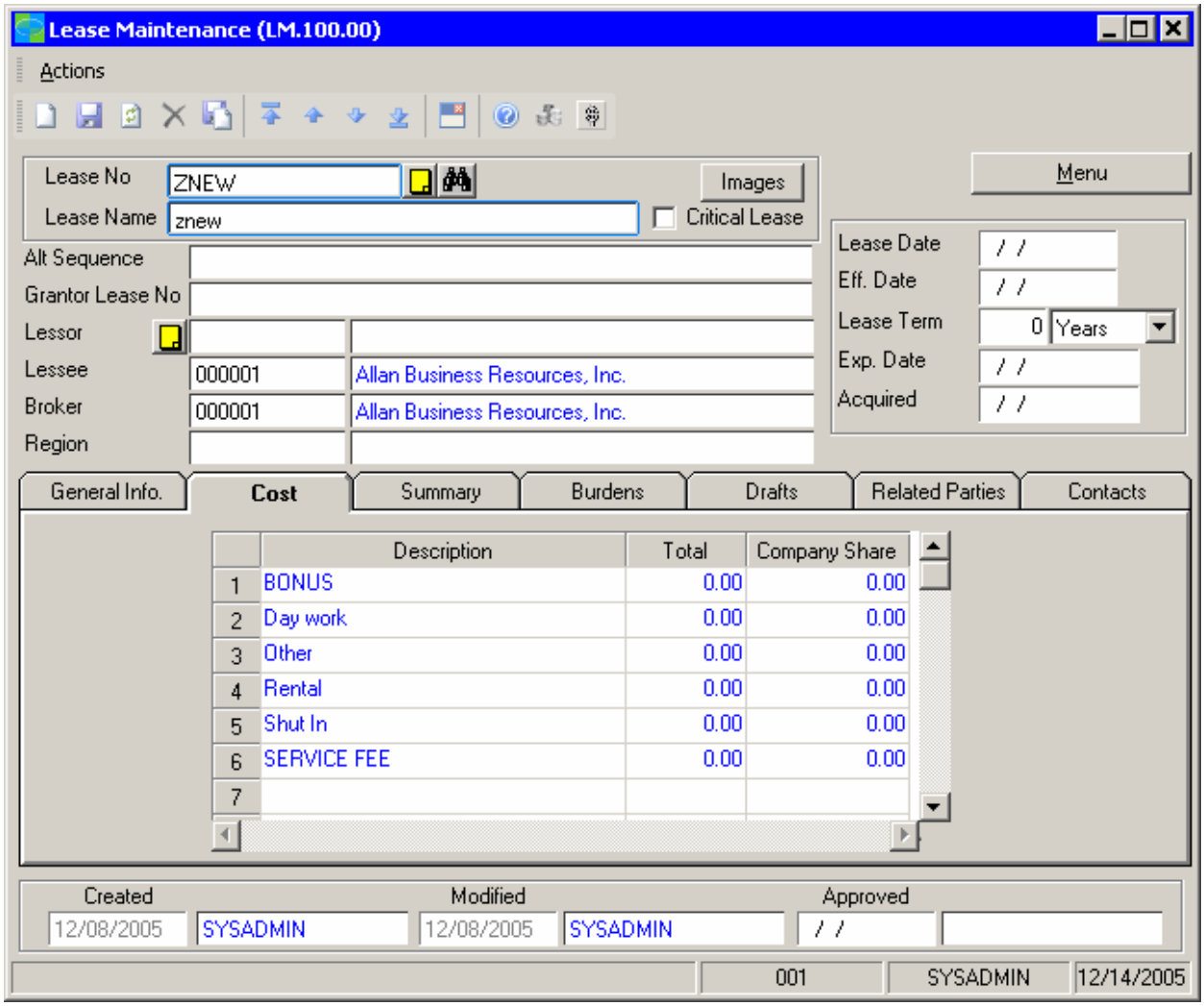


<F9> - Opens the Note field next to the Lease number, Shift Tab Shift Tab puts focus on the “OK” button then “Space Bar” closes the note. You must use the mouse to click the note next to lessor<F9>

4.1 COST INFORMATION

The Cost Descriptions and codes must first be defined in Land Setup.

This screen is populated as payments are processed through the LANDMAN System.



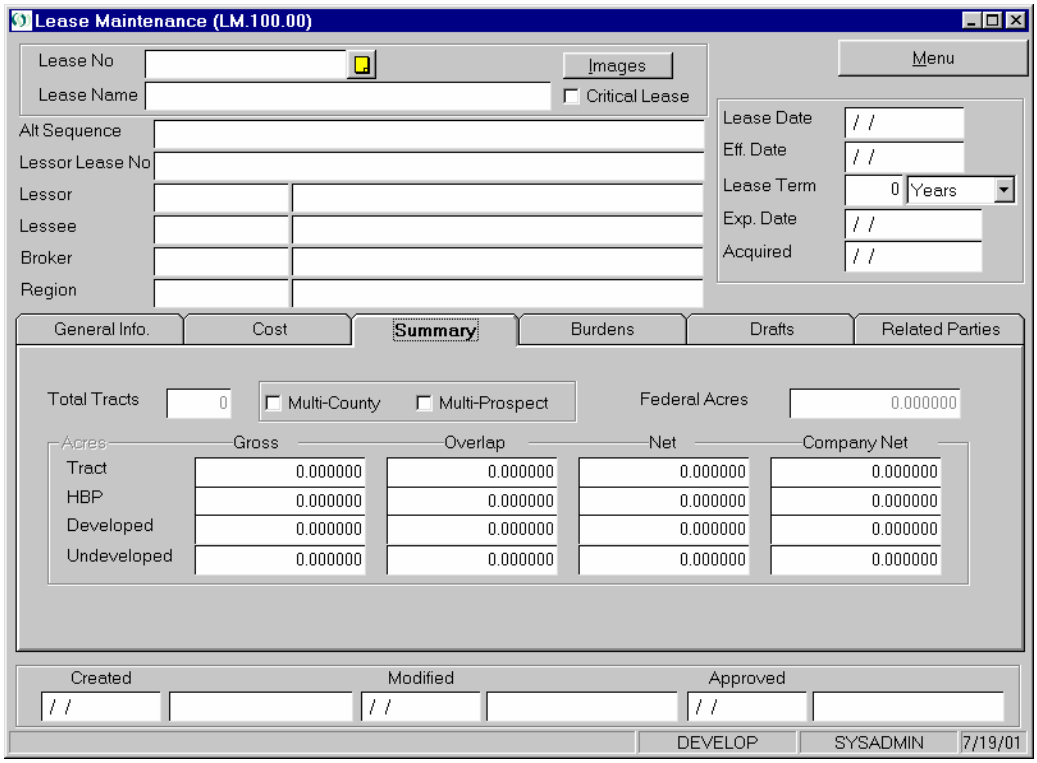
How do you want to capture costs.?

NOTE: The costs that will be tracked in the system must be setup in the Land Setup screen…costs such as RN, BN, and SI for Rental, Bonus or Shut In payments respectively for example.

The costs are kept/calculated at the tract level and rolled up/summed to the lease level

4.2 SUMMARY INFORMATION

This screen is populated by data entered on the tract level.

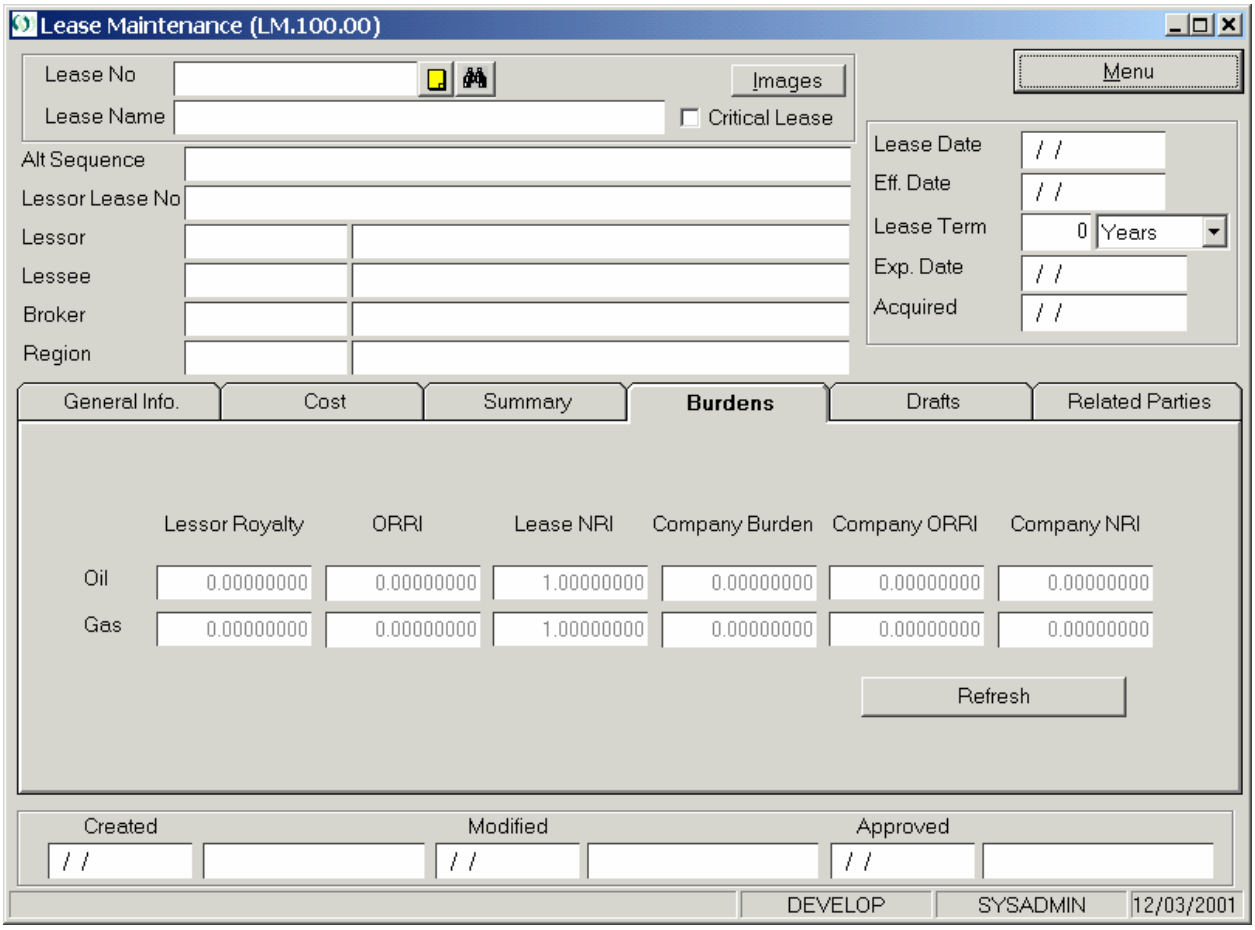


The "**Total Tracts**" is a counted number from each tract that is entered. This field is display only.

The acreages are summarized from the tracts and are display only…(may not be changed on this screen**)**

4.3 BURDENS INFORMATION

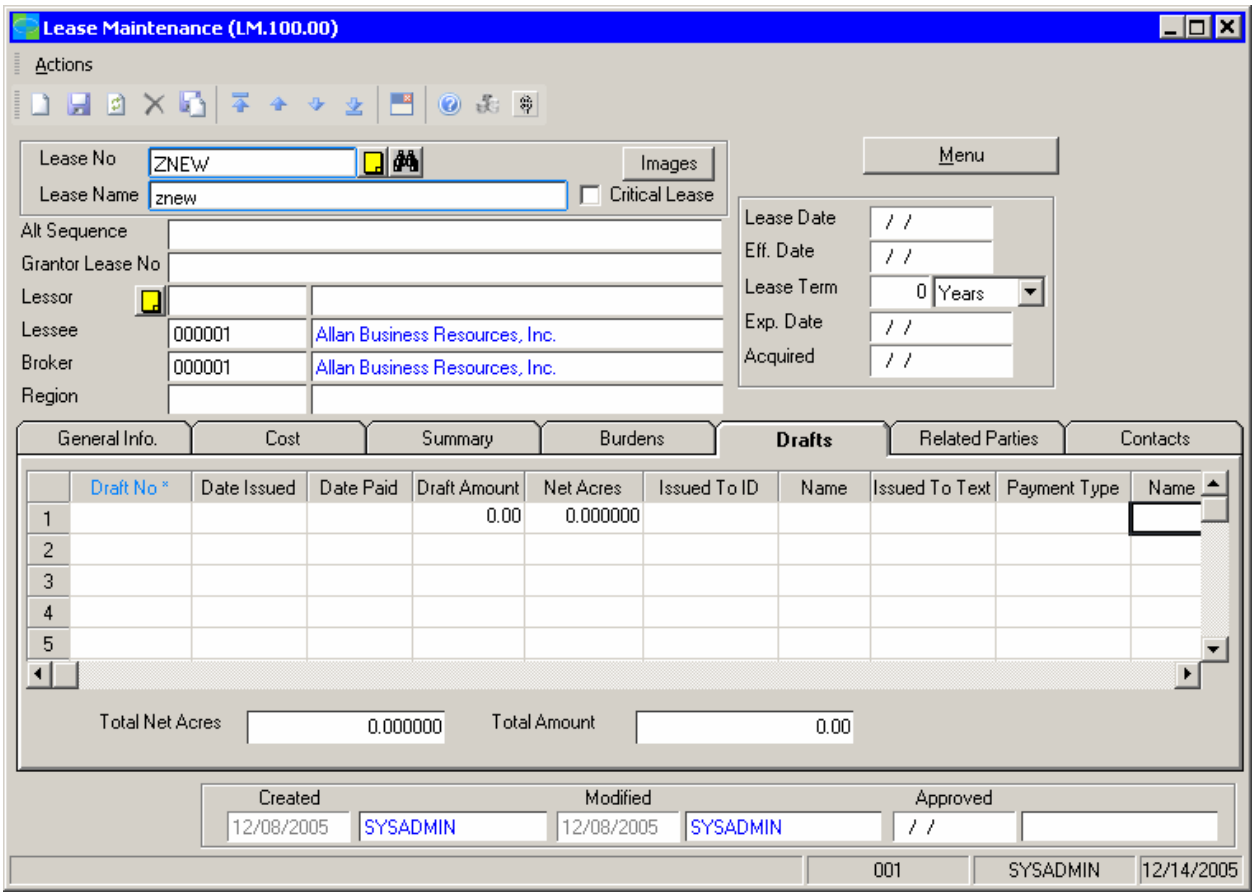
This screen is populated by data input on the Tract level. This information cannot be changed on this lease summary screen.



The “Refresh” button is clicked to reflect any changes made to the tract level information during the current session with this lease.

4.4 DRAFT INFORMATION

The Draft Data must be entered and then a report – "Draft Status " may be printed to track the payment status of drafts in the system.

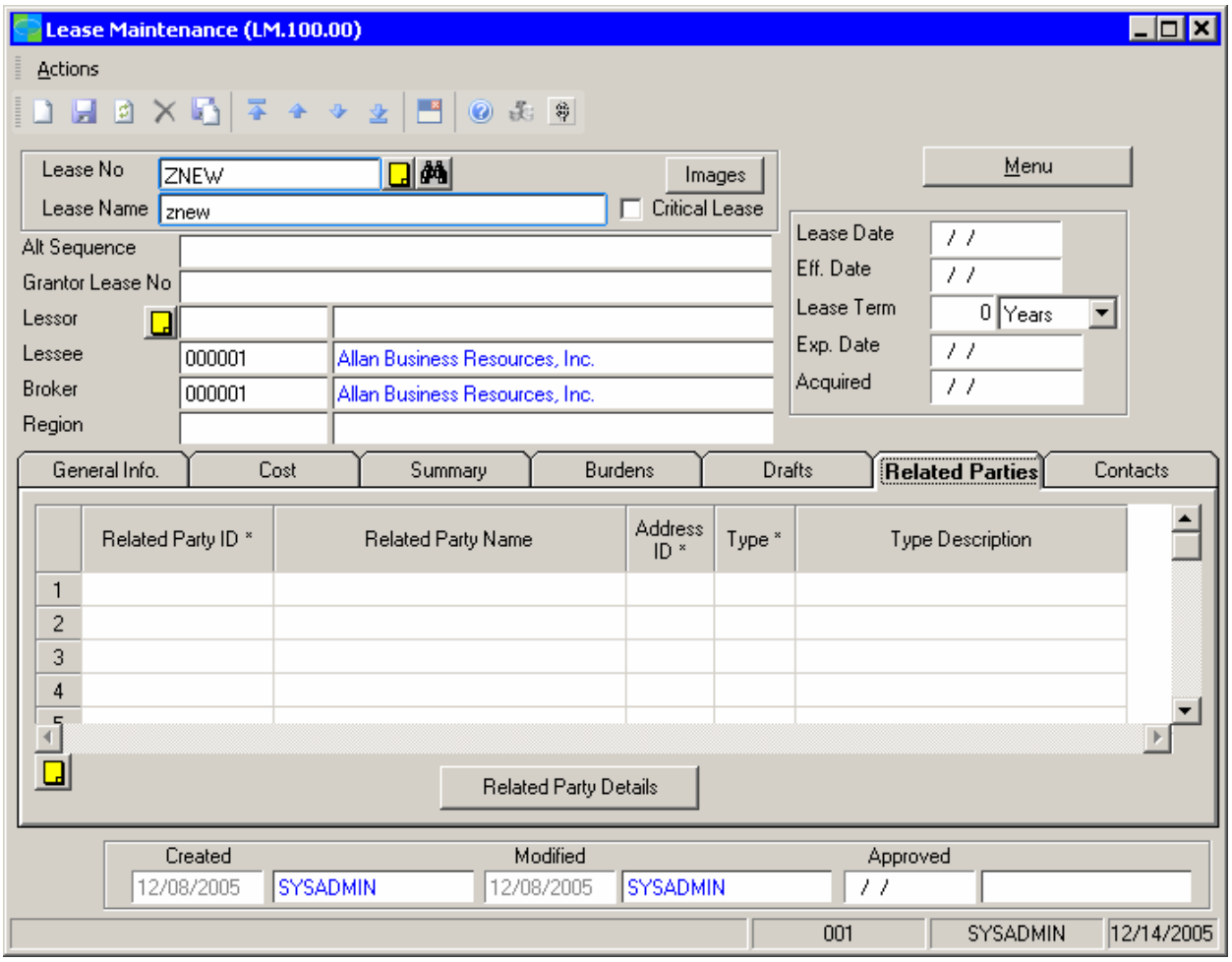


Refer to Section 2.1.5 of the LANDMAN System User Manual for additional information.

Currently, the payment of a draft does not automatically update the Payment History for the lease. This is planned for Year 2006.

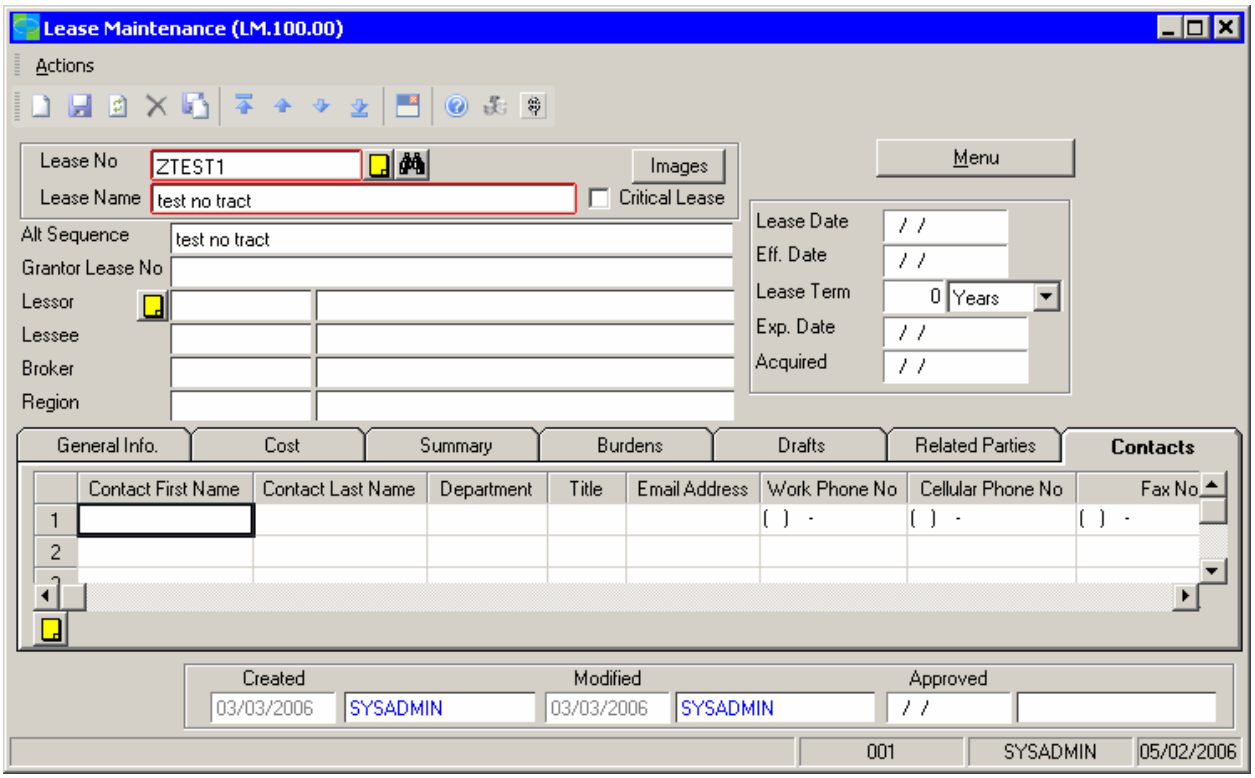
4.5 RELATED PARTIES INFORMATION

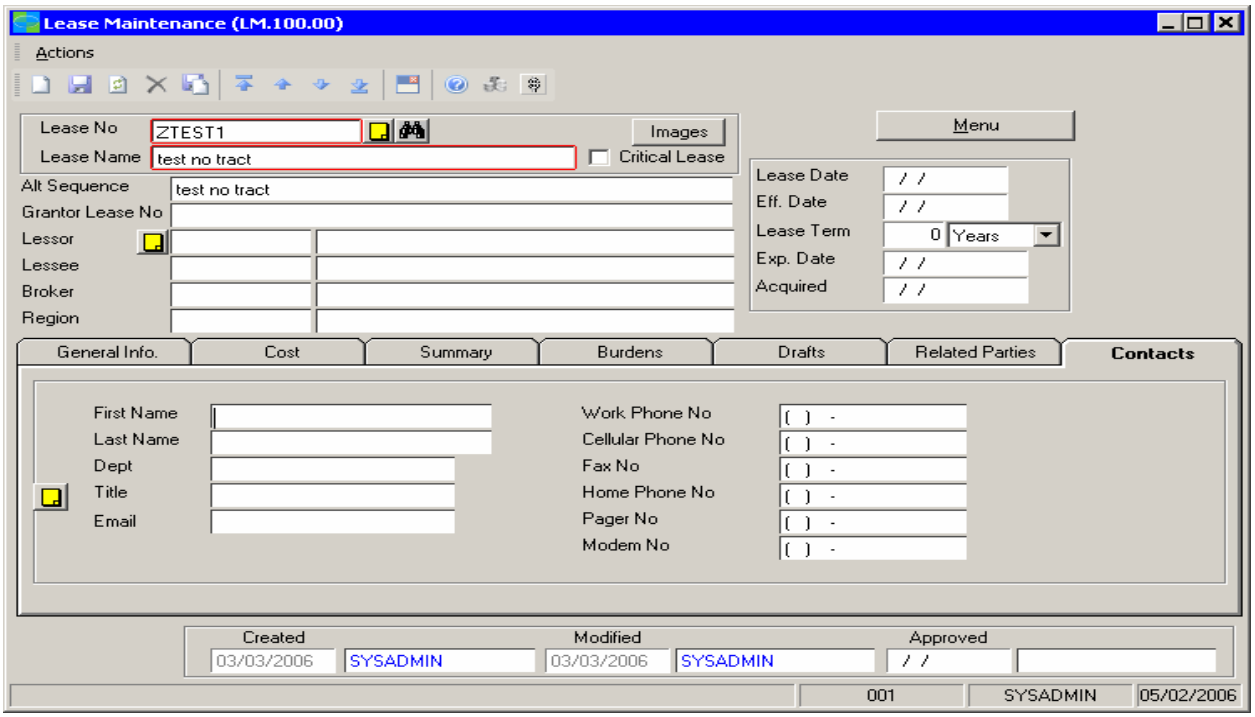
Data must be entered. Here to relate other parties to a lease for communication purposes – CPA , Attorney, Banker, etc. Related parties must be defined in the Name and Address file.



Click on the related party on line 1 in the grid of the screen and then click “Related Parties details” to navigate to the Name and Address record for this related party.
<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab puts focus on the “OK” button then “Space Bar” closes the note.

CONTACTS : This does not require an individual to be setup in the Name and Address.



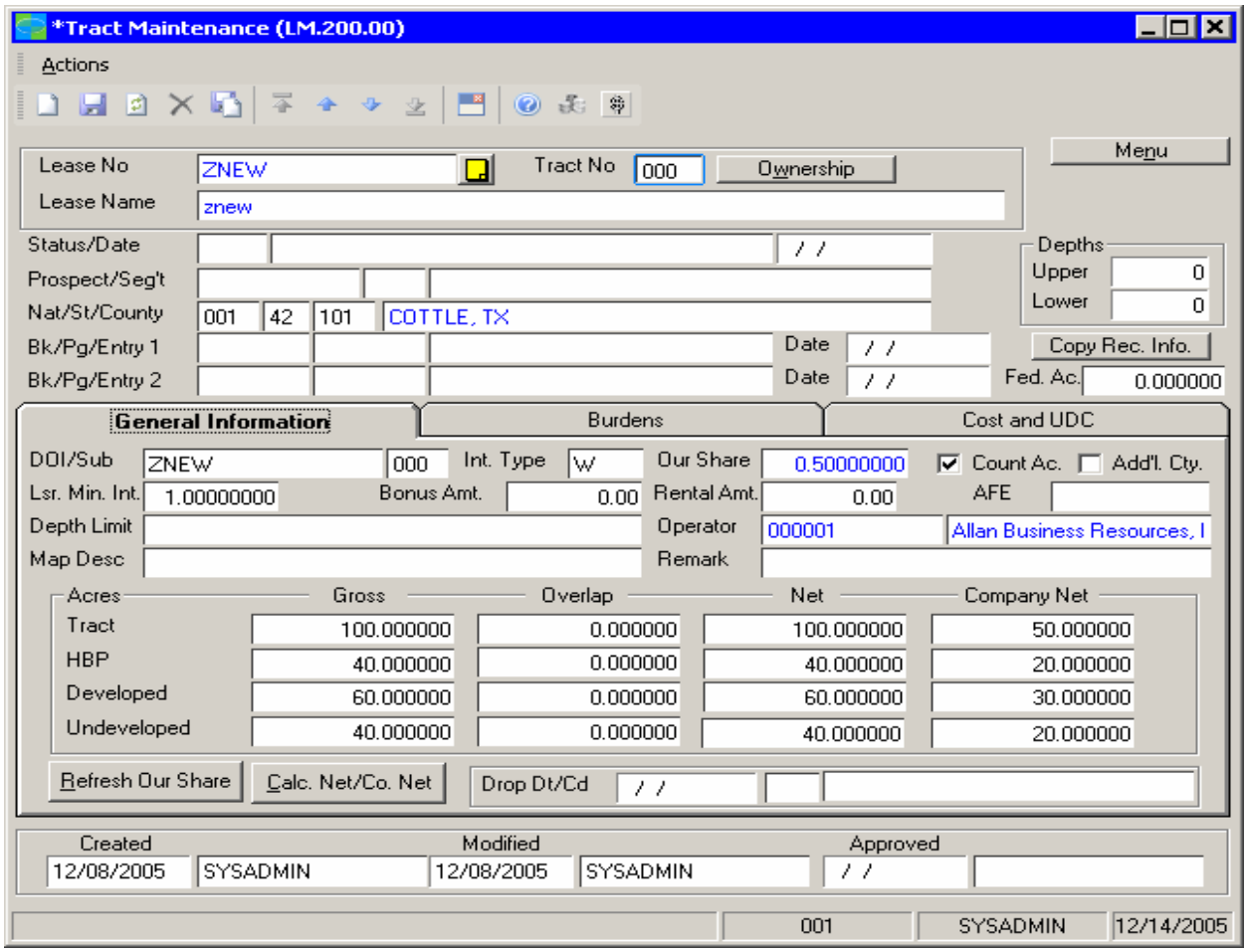


4.6 TRACT INFORMATION

This screen is used to define the status, interests and acreage data for each tract within a lease. A maximum of **1000** tracts per lease may be defined if you use numeric tracts. Tract number will default to 000 if you press return, but you may enter any number you wish. It is then possible to define multiple tracts as required to represent different ownership, farmin/farmouts, partially producing situations, depths, etc. A discussion of multiple lease tracts can be found at the end of this section.

Ownership is kept at the tract level. Therefore, at least one tract for each lease must be defined for processing. **Note the Ownership Button below the Menu button in the top right hand corner of the screen below**

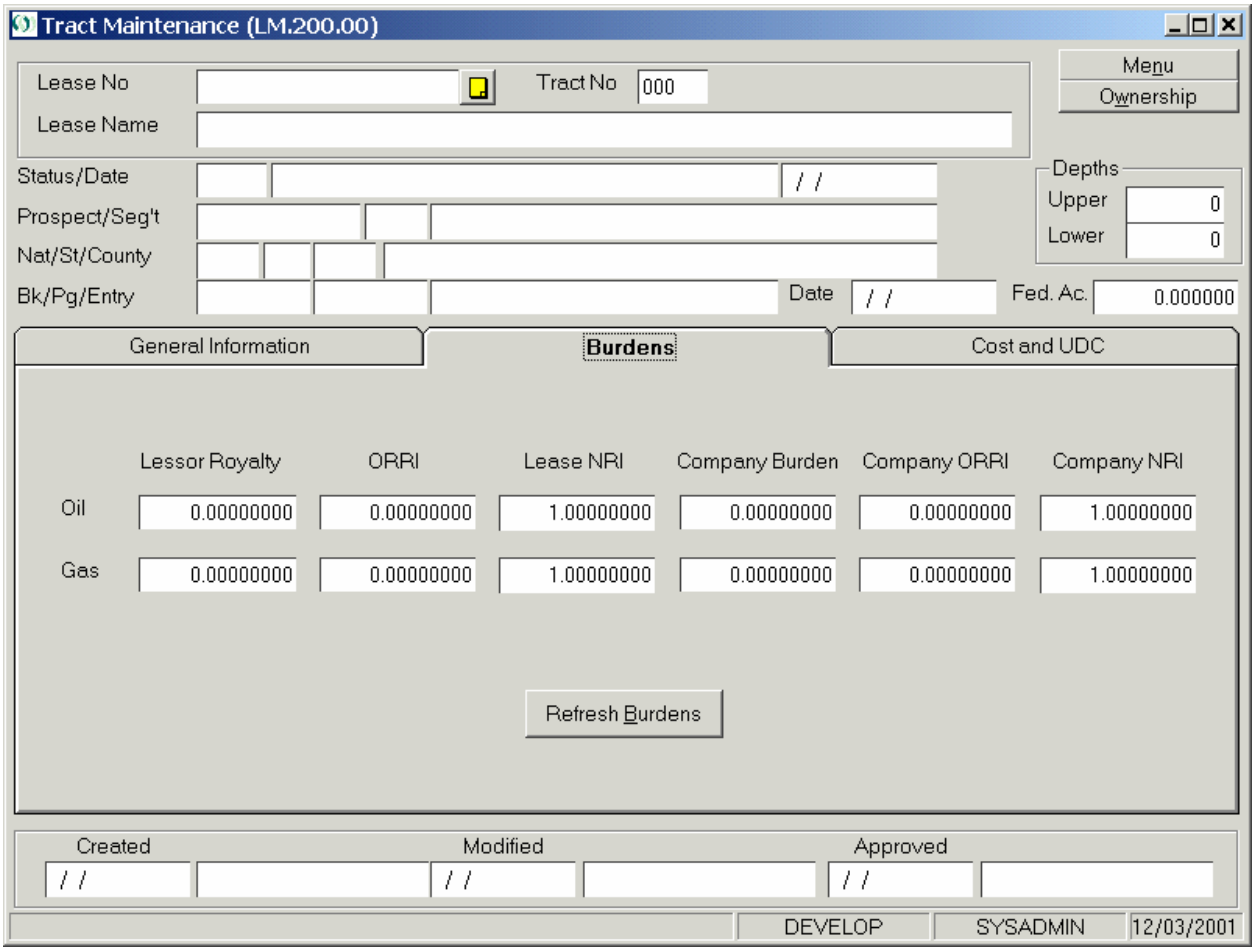
. Moved.



Status Date Segment DOI/Sub Int Type Lsr.Min.INt

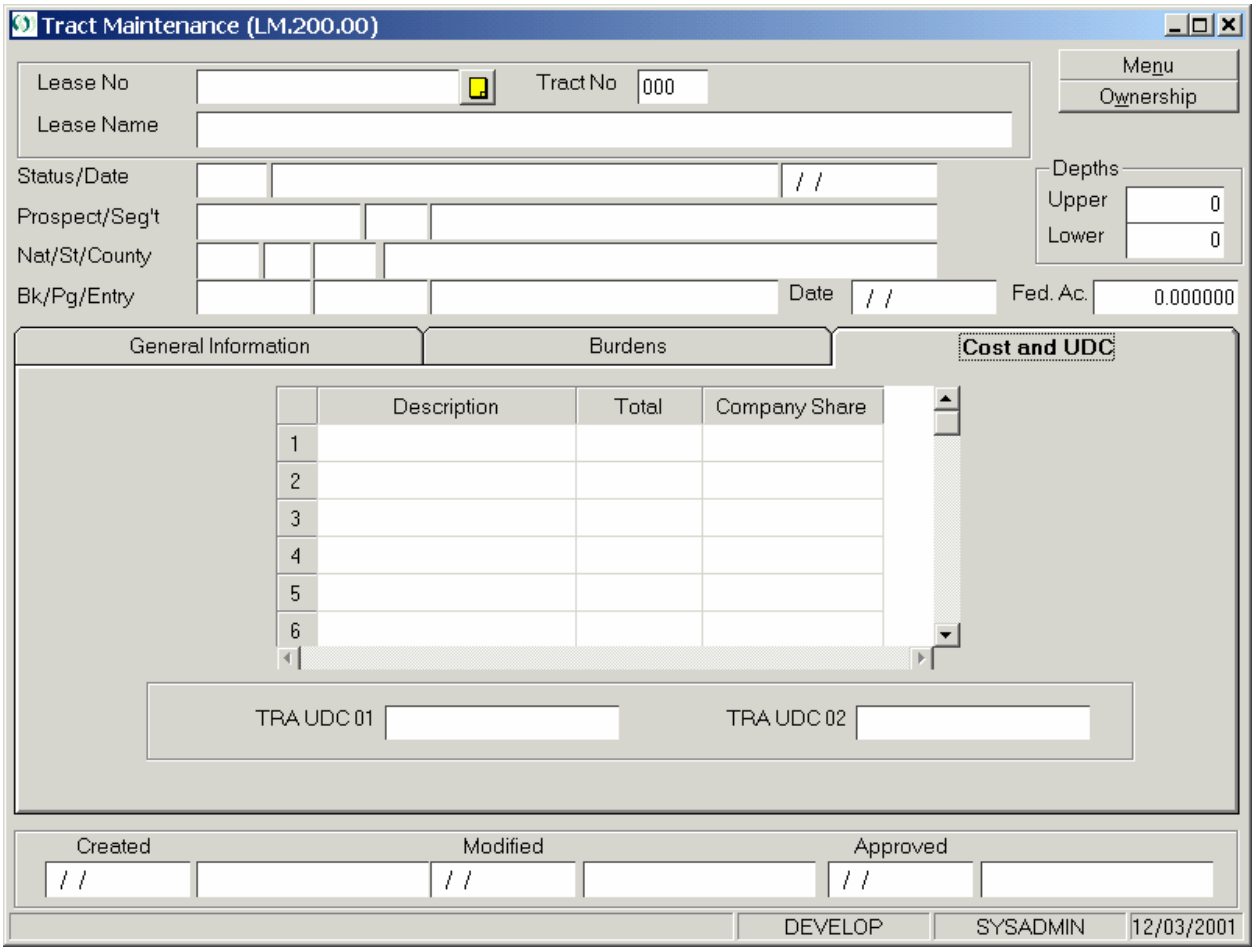
4.6.1 TRACT INFORMATION-BURDENS

There is additional information at the tract level on the Burdens tab. ***Please refer to Section 2.1.6A of the LANDMAN System User Manual for additional information.***



4.6.2 TRACT INFORMATION-COSTS

There is additional information at the tract level on the Cost tab. ***Please refer to Section 2.1.6B of the LANDMAN System User Manual for additional information.***



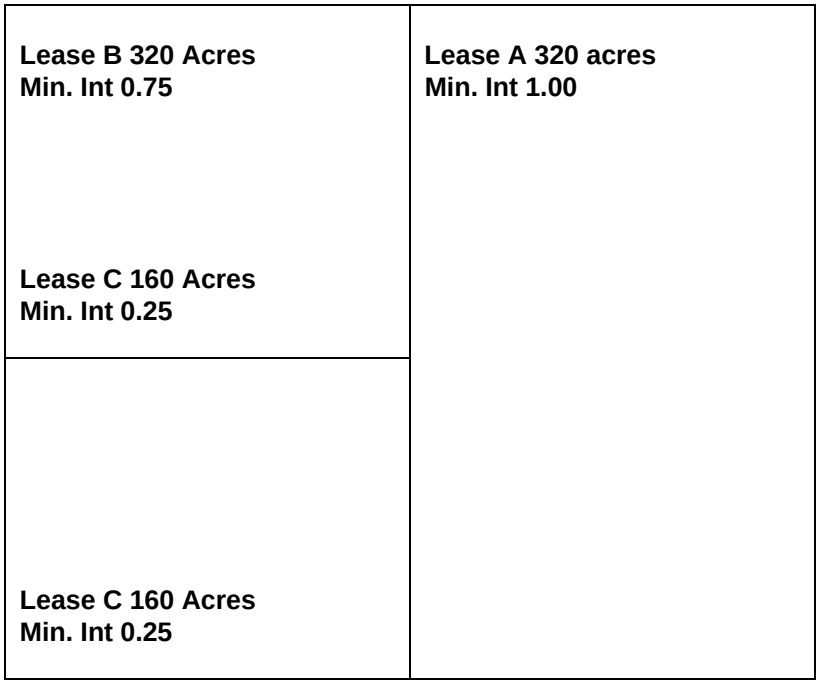
4.6.3 MULTIPLE TRACTS ON A LEASE

The following conditions, or a combination of them, may demand separate tracts for a particular lease:

- Mineral ownership
- Acreage status
- Horizontal severance
- Leasehold ownership
- Prospect
- County

Every lease must have at least one tract, usually Tract 000 for a full interest lease. If multiple tracts are required, the first of those tracts would be numbered 001, the second 002, the third 003, etc. **There may be a tract 004 without a tract 003 if a partial interest lease only has an interest under tract 004**.

Example:



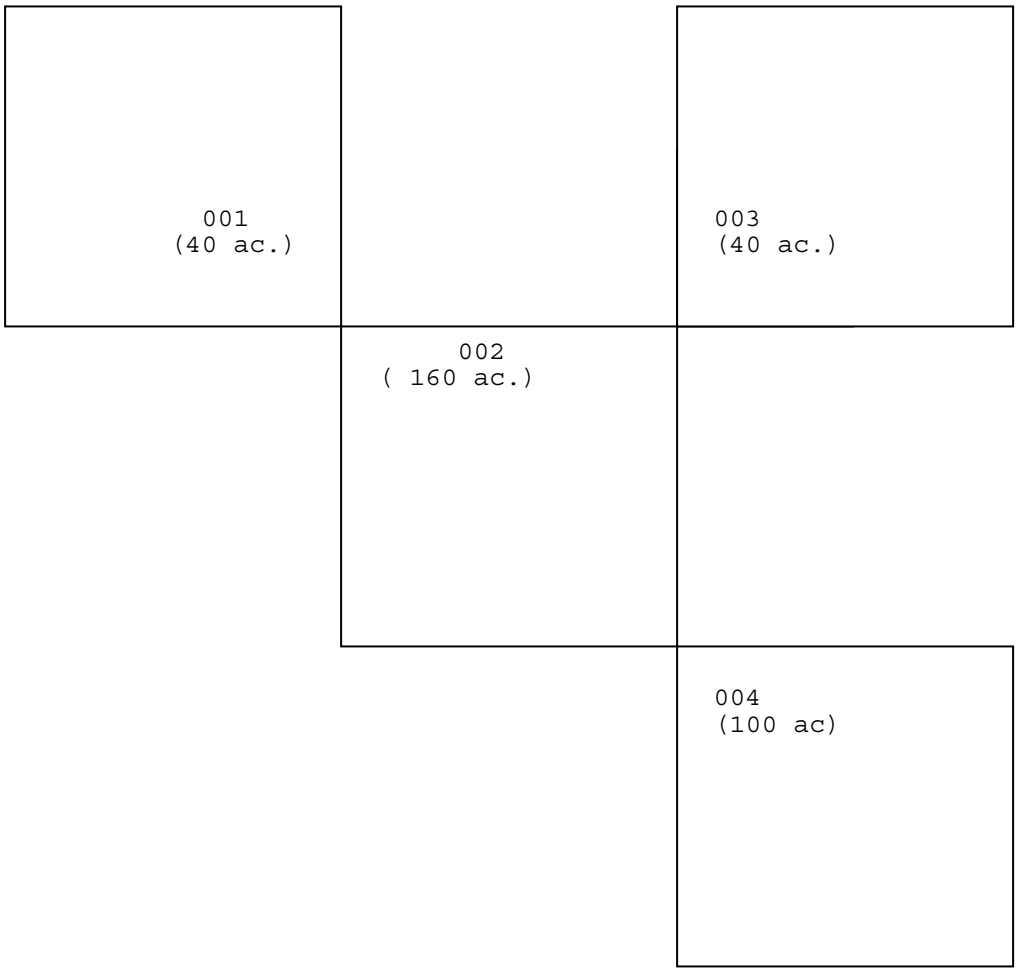
	Lease ID	Tract
Lease A	TX001.001.00	000
Lease B	TX001.002.00	000
Lease C	TX001.002.01	000
Lease D	TX001.002.02	000

For example:

As shown in the chart below, the base lease (TX0001-01) covers an interest in all four tracts and would have all four tracts set up on the lease. Lease TX0001-02 would be set up with a Tract 002 and 004. Lease TX0001-03 would be set up with only Tract 003. Lease TX0001-04 would be set up with a Tract 002 and 003 and Lease TX0001-05 would be set up with only Tract 004.

Multiple tracts are not required when the mineral interest is uniform throughout a lease unless it is a partial interest under a base lease that has various tracts. In that event, it is best to set it up in tracts to co-ordinate with the base lease.

LSE NO.	TRACT 001		TRACT 002		TRACT 003		TRACT 004	
Person	MIN INT.	NET ACS	MIN INT.	NET ACS	MIN INT.	NET ACS	MIN INT.	NET ACS
TX0001-01	1.000000	40.0000	0.500000	80.0000	0.500000	20.0000	0.333400	33.3334
TX0001-02			0.250000	40.0000			0.333300	33.3333
TX0001-03					0.250000	10.0000		
TX0001-04			0.250000	40.0000	0.250000	10.0000		
TX0001-05							0.333300	33.3333
TOTALS:	1.000000	40.0000	1.000000	160.0000	1.000000	40.0000	1.000000	100.0000


001
(40 ac.)
003
(40 ac.)
002
(160 ac.)
004
(100 ac)

4.6.4 ACREAGE ON MULTIPLE TRACTS

If the gross acres for a tract have already been entered for a previous lease or tract (i.e., acreage has been accounted for on a companion lease), enter in the field titled "**Overlap Acres**" the previously entered gross acres (or portions which overlaps) for succeeding leases or tracts.

For example:

LSE NO.	TRACT 001			TRACT 002			TRACT 003			TRACT 004		
	GROSS ACRES	OVERLAP ACRES	NET ACRES	GROSS ACRES	OVERLAP ACRES	NET ACRES	GROSS ACRES	OVERLAP ACRES	NET ACRES	GROSS ACRES	OVERLAP ACRES	NET ACRES
TX0001-01	40.0000		40.0000	160.0000		80.0000	40.0000		20.0000	100.0000		33.3334
TX0001-02				160.0000	160.0000	40.0000				100.0000	100.0000	33.3333
TX0001-03							40.0000	40.0000	10.0000			
TX0001-04				160.0000	160.0000	40.0000	40.0000	40.0000	10.0000			
TX0001-05										100.0000	100.0000	33.3333
TOTALS:	40.0000	0.0000	40.0000	160.0000	0.0000	160.0000	40.0000	0.0000	40.0000	100.0000	0.0000	100.0000

Entering the acreage as shown above prevents the gross lease acres pertaining to identical legal descriptions from being added more than once on reports, such as the acreage inventory report.

If tract acreage is exactly the same as for a preceding tract, as it could be in the case of severed horizons, for example, enter the gross lease acres, net lease acres and company net acres for the second tract and uncheck the count acres flag. This will result in the acreage not being added to any totals.

Discuss Sort order of tract numbers:

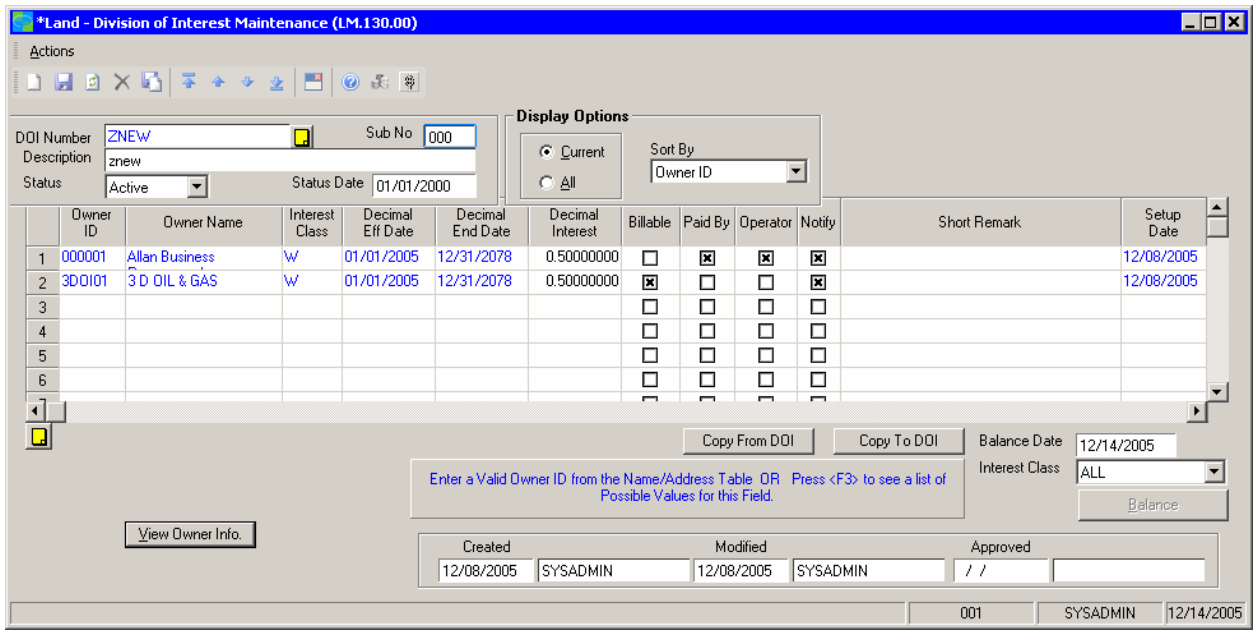
001		01
101	vs	01A
201		01B

4.7 LEASE OWNERSHIP (PARTNER/OWNERS)

For each tract within a lease it is possible to associate the partners or owners who have an interest in the tract.

Click on the Ownership button below the Manu button

to access the following screen. An **large** number of partners may be defined for each tract. ***Refer to Section 2.1.7 in the LANDMAN System User Manual for additional information.***


*Land - Division of Interest Maintenance (LM.130.00)
Actions
DOI Number ZNEW
Sub No 000
Description znew
Status Active
Status Date 01/01/2000
Display Options
Current
All
Sort By Owner ID
Owner ID | Owner Name | Interest Class | Decimal Eff Date | Decimal End Date | Decimal Interest | Billable | Paid By | Operator | Notify | Short Remark | Setup Date
1 000001 Allan Business W 01/01/2005 12/31/2078 0.50000000 12/08/2005
2 3DOI01 3 D OIL & GAS W 01/01/2005 12/31/2078 0.50000000 12/08/2005
3
4
5
6
Copy From DOI
Copy To DOI
Balance Date 12/14/2005
Interest Class ALL
Balance
Enter a Valid Owner ID from the Name/Address Table OR Press <F3> to see a list of Possible Values for this Field.
View Owner Info.
Created 12/08/2005 SYSADMIN
Modified 12/08/2005 SYSADMIN
Approved / /
001 SYSADMIN 12/14/2005

Note the "COPY DOI" button

may be used if the tract ownership is the same or similar on multiple tracts for this or other leases.

Note the "Balance" button

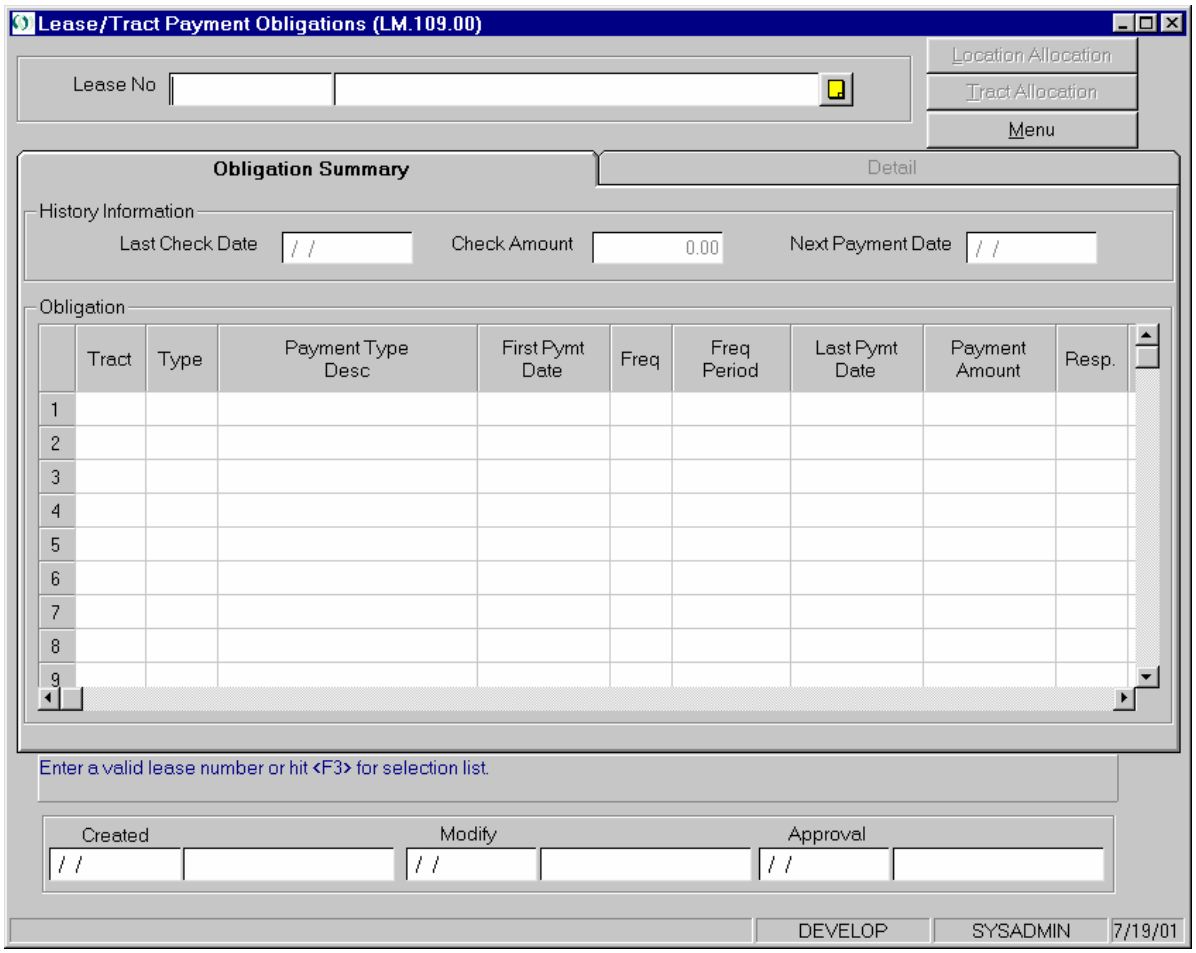
to help confirm at data entry time that all interests add to 100% and ensure completed entry.

Note the View Owner button. This will take you to the name and address information on the owner ID in focus.

The "Yellow Sticky notes" Icons provide up to 8 pages of notes about the DOI and the note at the bottom of the grid provides up to 8 pages of notes about the owner line item in focus.

4.8 PAYMENT OBLIGATION

This screen is used to schedule payments, which are due for a lease or tract within a lease. Each payment obligation within a lease must have a unique payment type and starting obligation date. Within this restriction multiple payment obligations may concurrently exist on the same lease. This also allows for the scheduling of escalating payments when required.

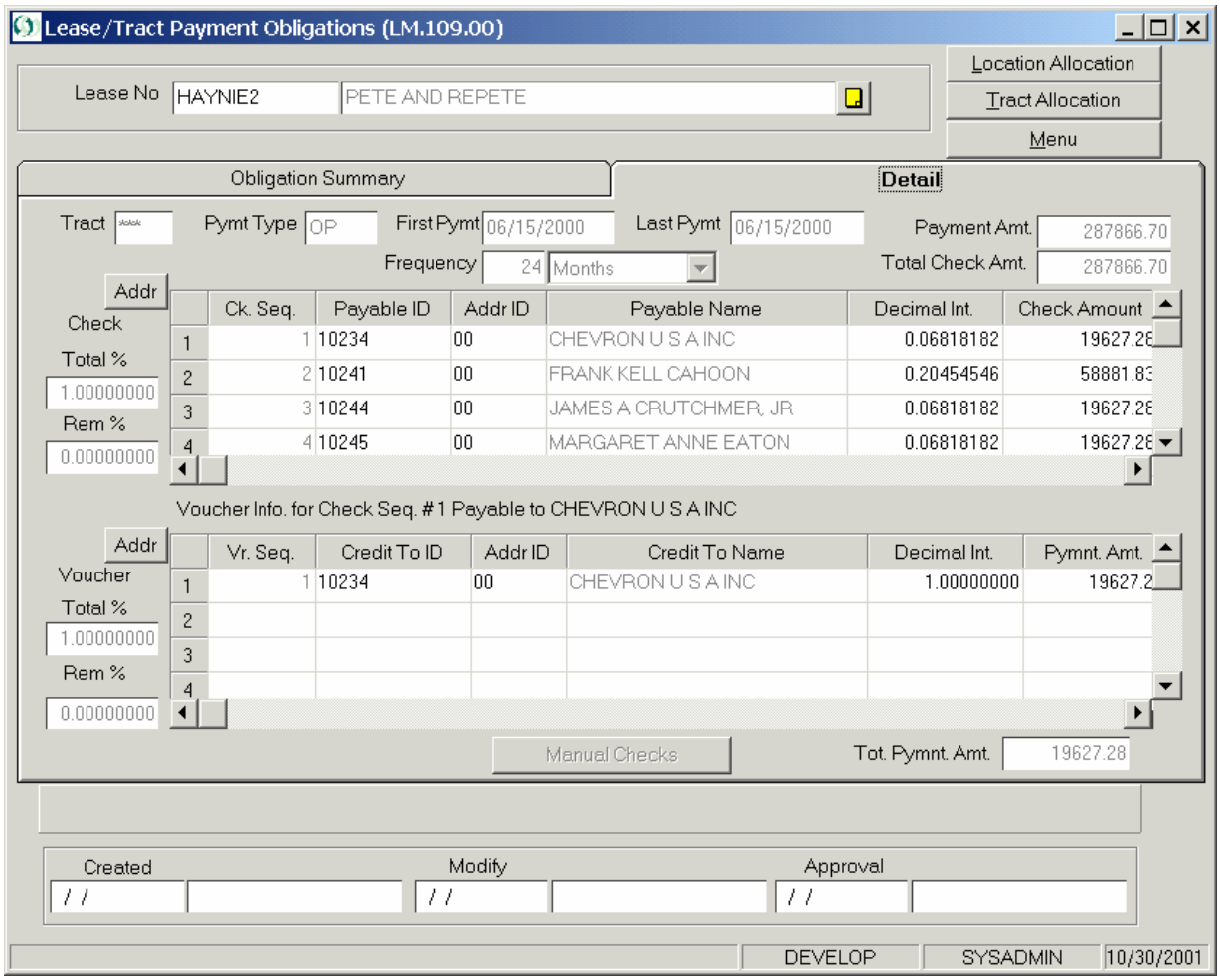


NOTE: The Location Allocation button Location Allocation and Tract Allocation button Tract Allocation in the top right hand corner. This information must be filled out to interface with accounting for Land Payments.

Refer to Sections 2.1.8 through 2.1.8A.4 in the LANDMAN System User Manual for additional information.

4.8.1 PAYMENT OBLIGATION - PAYEE INFORMATION

This screen is used to maintain any payees, which may be due delay rentals, shut-in royalties or other payments under a lease. Each payment (which results in a unique check) is defined by indicating the payment type, due date, the depository, service charge, total amount, payees and payees' amounts. An unlimited number of "checks" may be defined per lease with an unlimited number of payees per check.



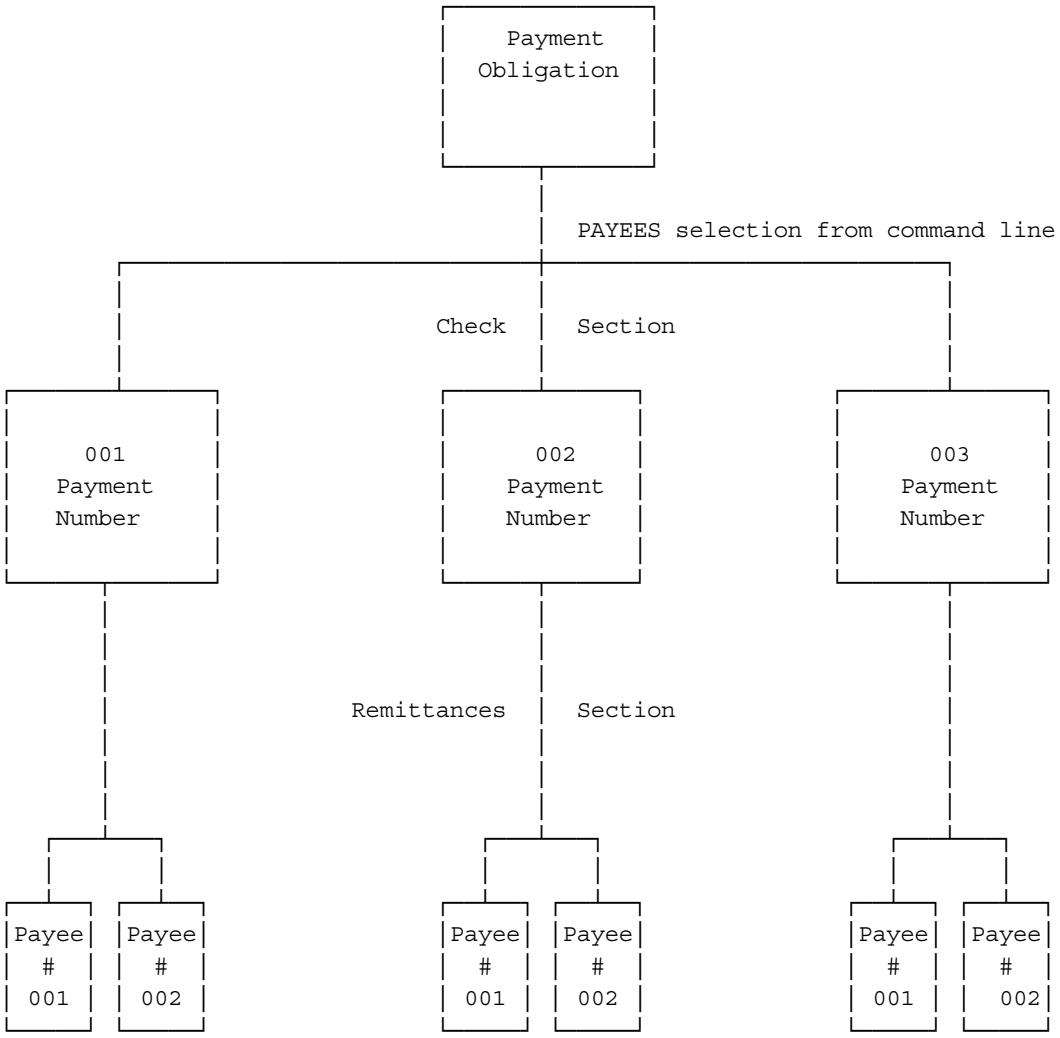
Above there is one complete screen for depository information.

1. The check section for entering information for the check.

2. The check remittance for entering payees to be listed on the check remittance or check stub/voucher.

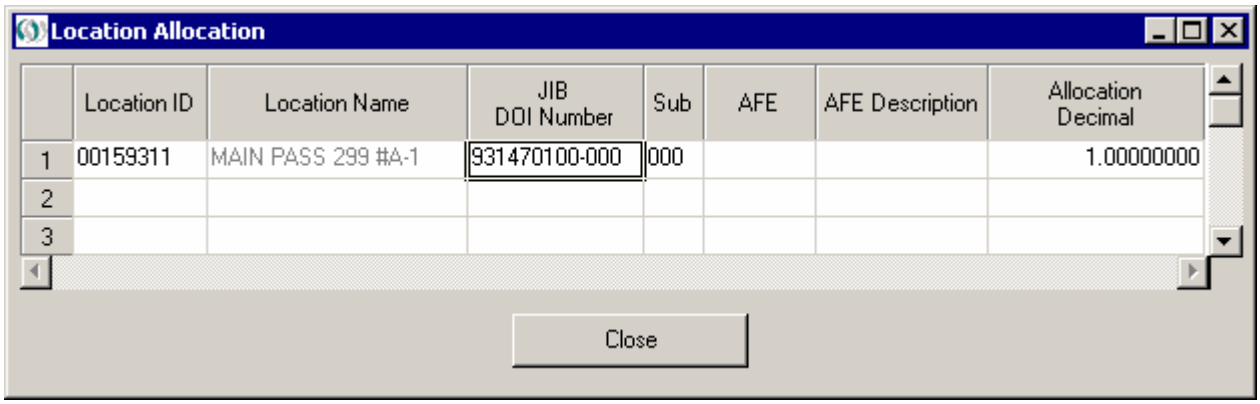
NOTE: ***This portion of the screen ONLY needs to be entered if there is more than one payee on a single check or if you want to enter some of the additional information.***

Refer to Sections 2.1.8 through 2.1.8B in the LANDMAN System User Manual for additional information.



4.8.2 LOCATION ALLOCATION

The screen below shows the location allocation as setup is defined to interface with JIB.

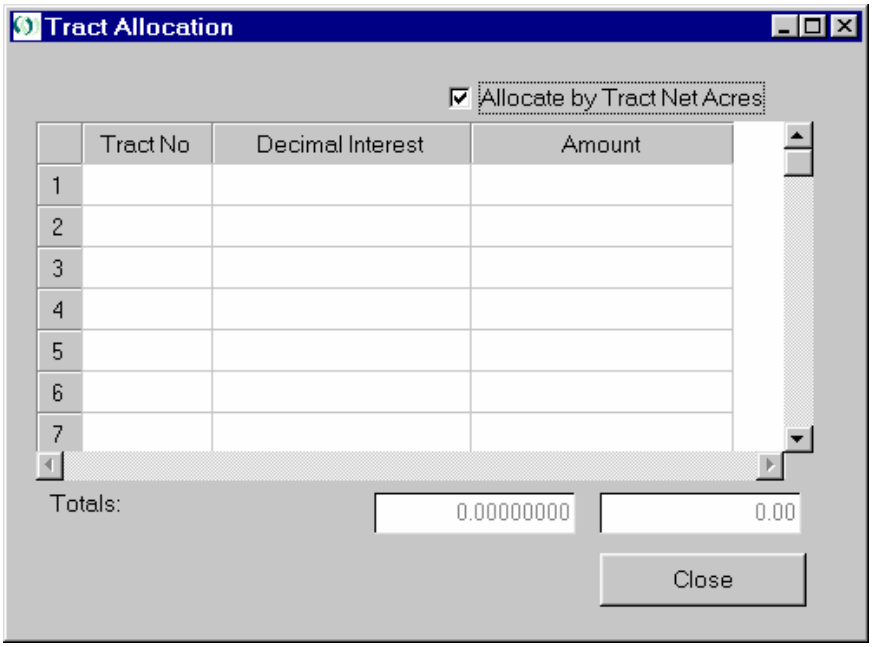


This screen allows you to tie costs to a specific cost center and subsequently book to the General Ledger and send this information to Joint Interest Billing.

You may have more than one cost center/Location to book/bill this payment to. Each Payment may be associated with an AFE.

Refer to Sections 2.1.8C in the LANDMAN System User Manual for additional information.

4.8.3 PAYMENT OBLIGATION - TRACT ALLOCATION



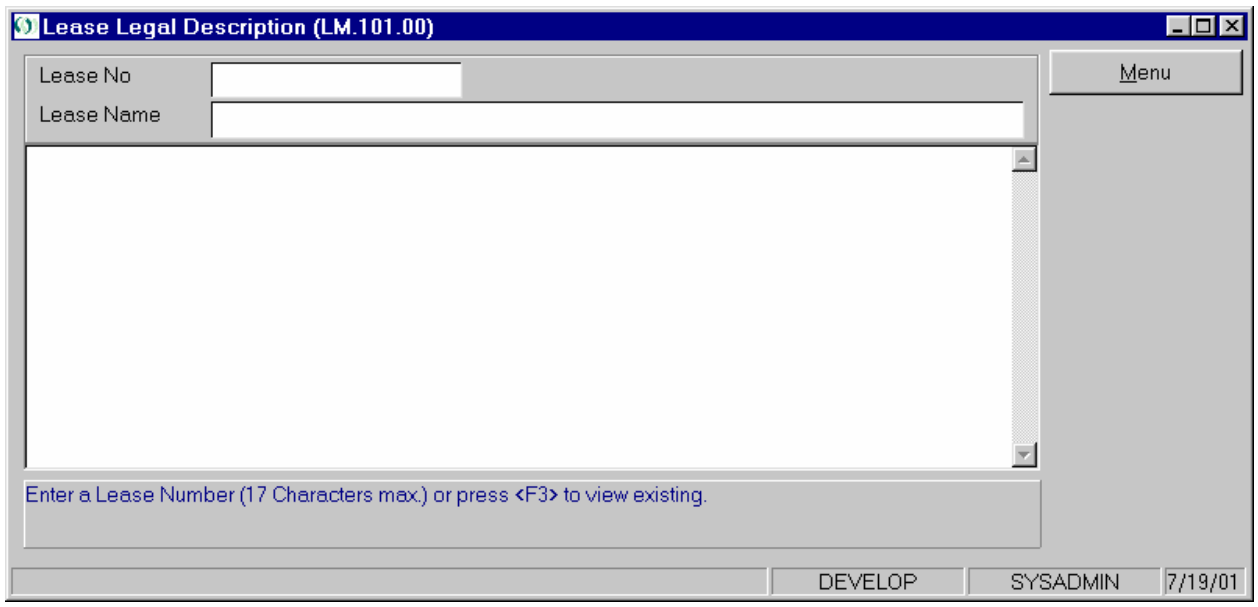
This screen allows you to allocate Lease Level costs to individual tracts by a decimal interest computed by the Net acres in this tract to Net acres in the entire lease. You may also override the Decimal Interest by un-checking the "Allocate by tract Net Acres" and entering the desired decimal interests for each tract in the lease.

NOTE: For a Payment with NO ACRES associated such as a ROW or an EASEMENT, un-check the net acres box and enter the tract 000 and decimal = 1.00 `(unless there are multiple tracts).`

Refer to Sections 2.1.8D in the LANDMAN System User Manual for additional information.

4.9 LEGAL DESCRIPTION

Legal descriptions for the entire lease are entered using this screen. Up to 8 pages of description may be entered for each legal description. The legal description is free form information for those who want it to appear exactly like lease. You may paste from Word into this screen.



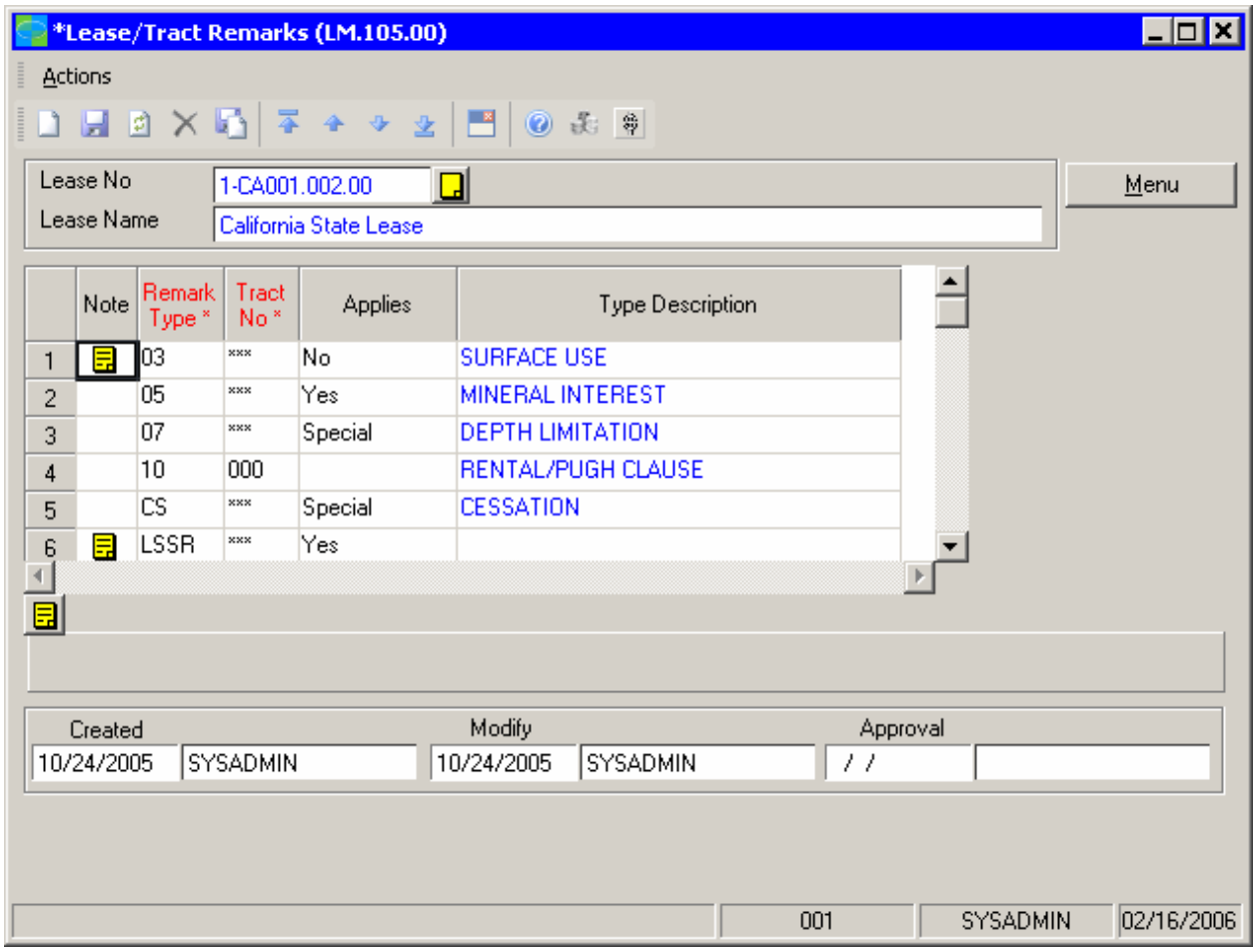
Enter the description of the property from the lease.

NOTE: ***This does not have all the functions of a word processor. You may copy and paste, insert, delete, and word wrap.***

NOTE: ***This lease legal description will be copied to the Map Description tract level the first time you enter the Map Description tract level screen. You must save this information at the tract level to make it permanent and then add detail to the tract description.***

4.10 REMARKS DESCRIPTION

Remarks for each tract in a lease are entered using this screen. The remarks may be segmented by assigning a remark type to different categories of remarks. Each remark type within a lease may have up to 8 pages lines of description. The <**F3**> table lookup feature is available in the "Remarks Type" field. ***Refer to Section 2.1.10 in the LANDMAN System User Manual for detailed information.***



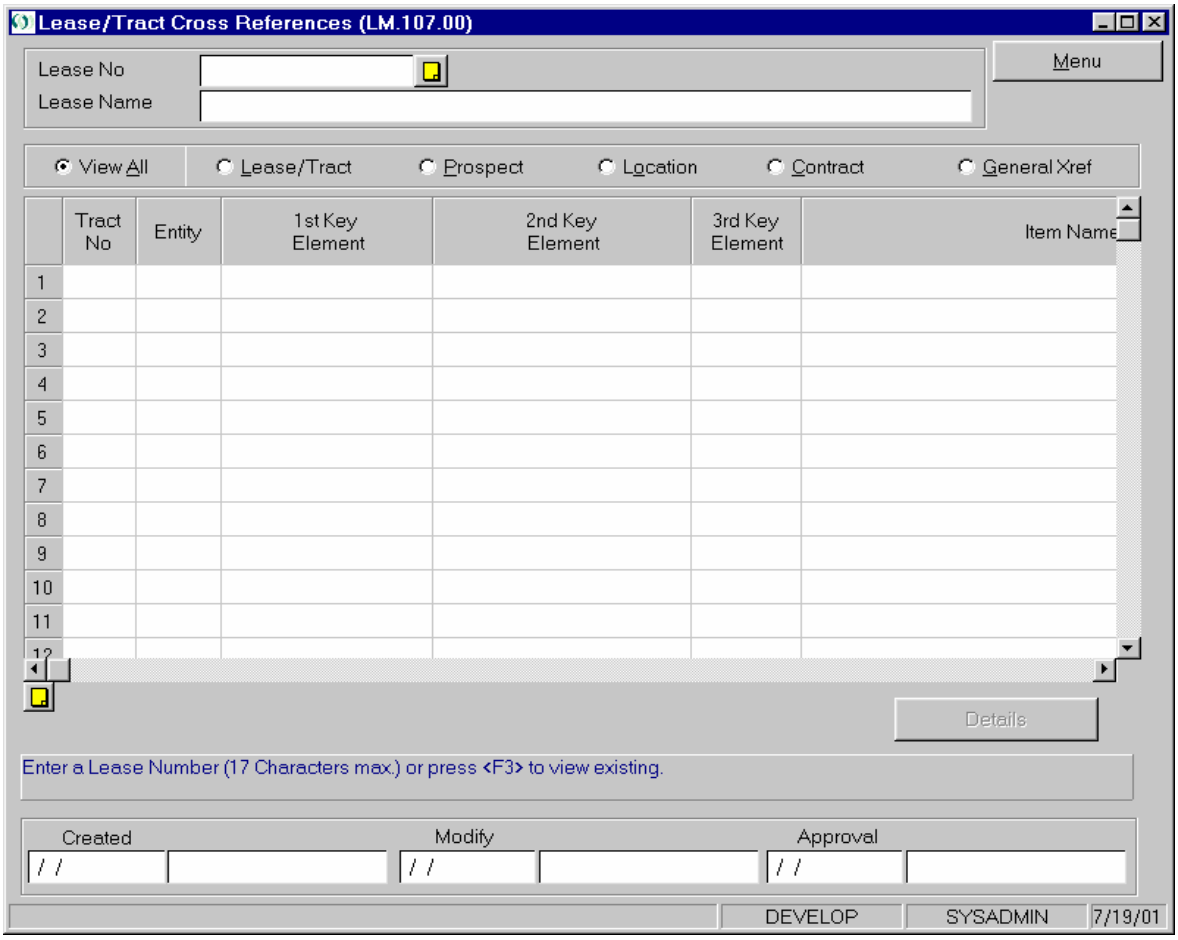
<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab puts focus on the "OK" button then "Space Bar" closes the note.

Tab off the Note column for <F9> to work.

NOTE: ***Provisions are also included as Remarks.***

4.11 LEASE CROSS-REFERENCES

All leases and tracts may be cross-referenced to a Lease/Tract, Prospect/Segment, Contracts, or Producing Property. The following screen may be used to review associated cross-references to a lease/tract. ***Refer to Sections 2.1.13 through 2.1.13E in the LANDMAN System User Manual for detailed information.***



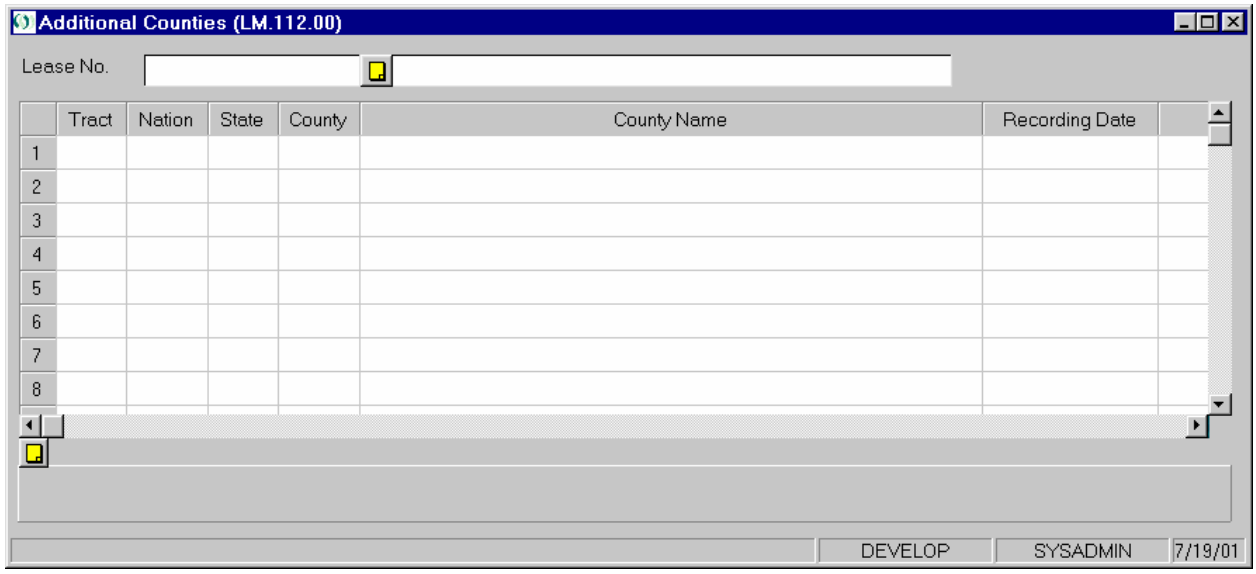
NOTE: ***Within a lease, contract cross-references may be added or deleted. This is independent of the function being performed on the lease/tract. (i.e. you may delete a cross-reference to a contract, but not delete the contract and vice versa.***

NOTE: ***You may not update contract information here. You need to do that in contract maintenance. You may click on the contract cross-reference and then the details button provides access to the contract for maintenance or detail review.***

<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab Shift Tab puts focus on the "OK" button then "Space Bar" closes the note.

4.12 ADDITIONAL COUNTY CROSS-REFERENCE

If required, this screen will define secondary counties that a lease/tract may cover. For each county the acres and a description may be maintained. The information entered here is only listed on the Lease Data Sheets.



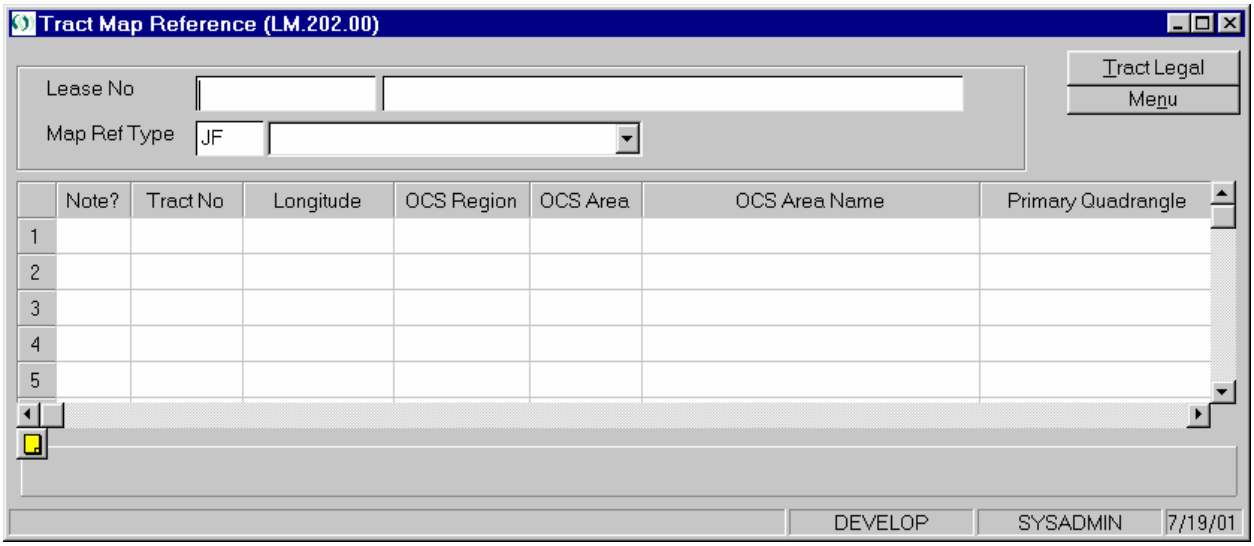
In general, we recommend setting up a separate tract under a lease when the lease crosses counties.

Refer to Sections 2.1.14 in the LANDMAN System User Manual for detailed information.

<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab Shift Tab puts focus on the “OK” button then “Space Bar” closes the note.

4.13 MAP REFERENCE

Map References for each tract in a lease may be entered using this screen. The Township/Range/Section (or County/Abstract/State) for each Map Reference must be entered. This will allow the Lease/Tracts to be reported by Map Reference. An unlimited number may be entered for each tract.



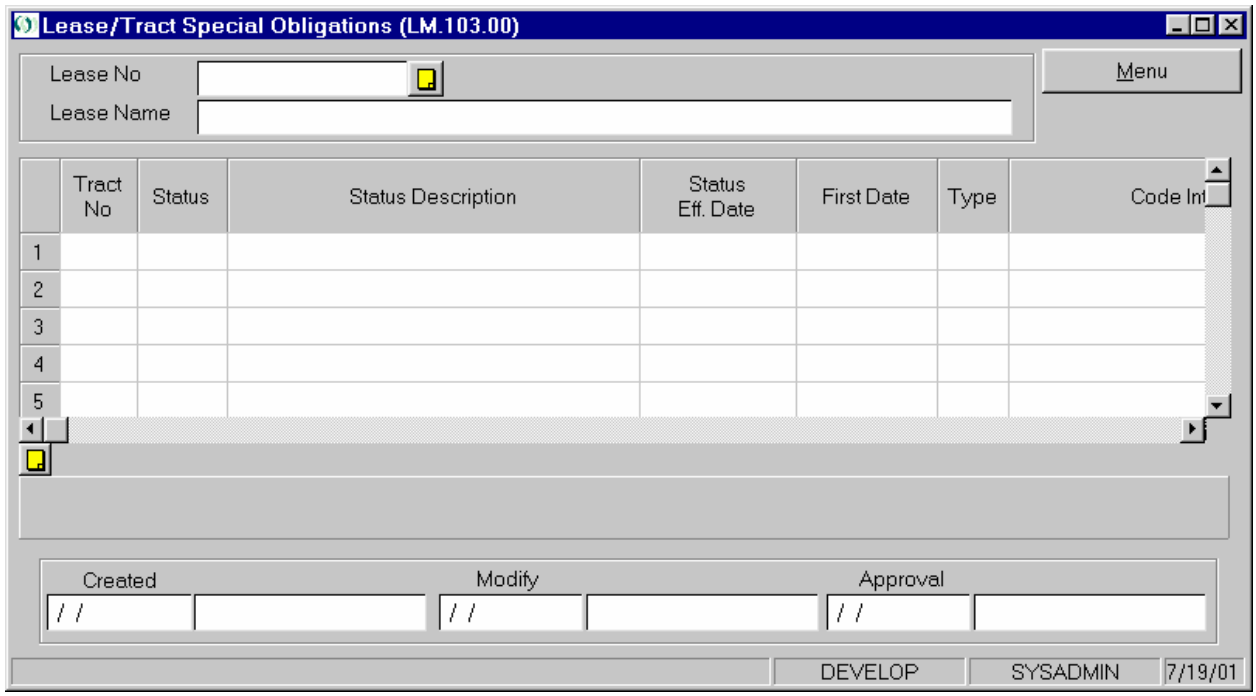
Click on the drop down box to the right of "Map Ref Type" to review the options for the Map Reference types provide in the system.

Refer to Sections 2.1.11 through 2.1.11L in the LANDMAN System User Manual for detailed information.

<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab Shift Tab puts focus on the "OK" button then "Space Bar" closes the note.

4.14 SPECIAL OBLIGATIONS

Any date dependent obligations of a Lease/Tract may be maintained with this function. An unlimited number of obligations per Lease/Tract may be defined. The <**F3**> table lookup feature is available in "Type" field. These obligations are entered when no specific payment to a lease owner is directly associated such as a Drilling Obligation, install a cattle guard…etc.

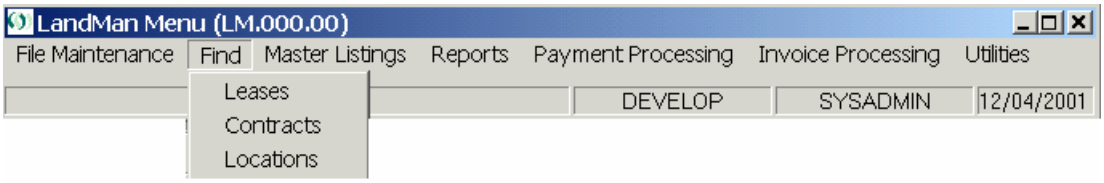


Refer to Section 2.1.12 in the LANDMAN System User Manual for additional information.

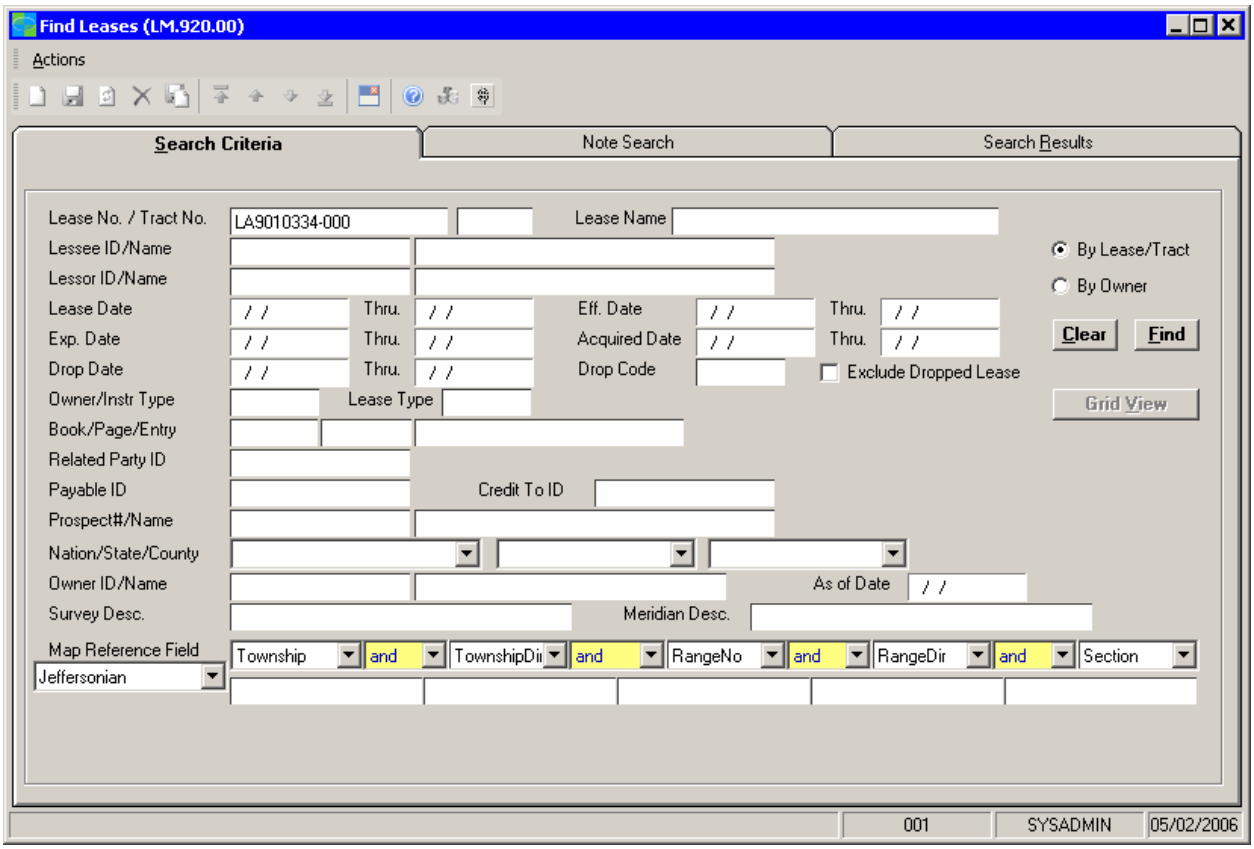
<F9> - Opens the Note field next for the line in Focus, CTRL –S to save, then Shift Tab places focus on the "OK" button, then "space bar" closes the note.

4.15 LEASE FIND

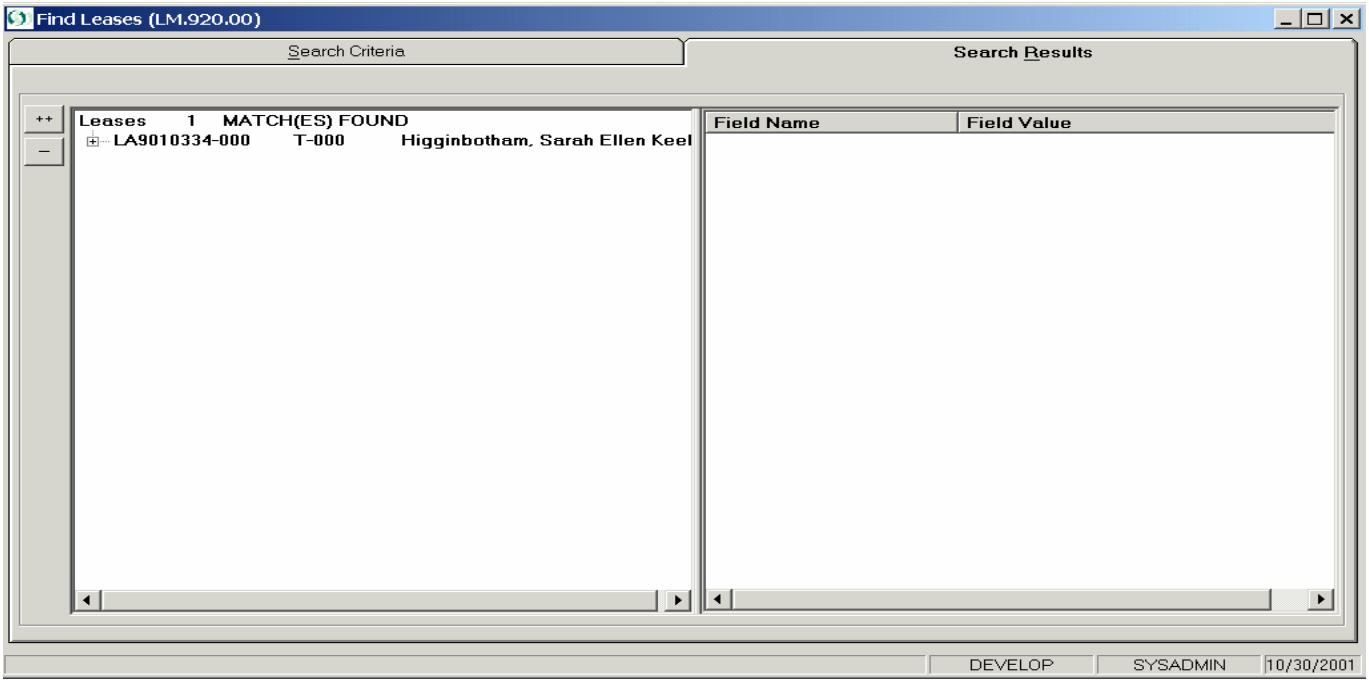
The ability to find leases has been greatly enhanced in this release. Click "Find" on the LANDMAN Menu to display the submenu for Leases, Contracts and Locations.



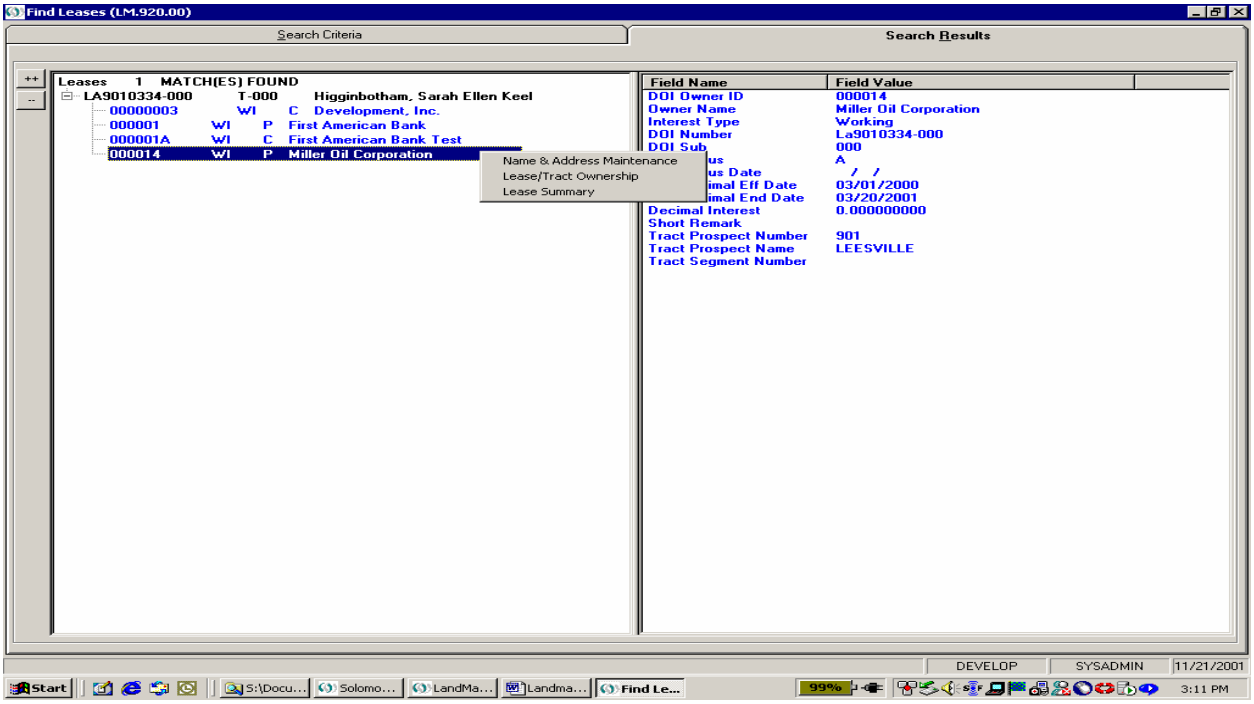
Click "Leases" to display the following "search" screen. You may enter a specific lease number or any of the group identifiers such as nation/sate/county, prospect or Map reference as shown below. Then click the "FIND" button to begin the search.



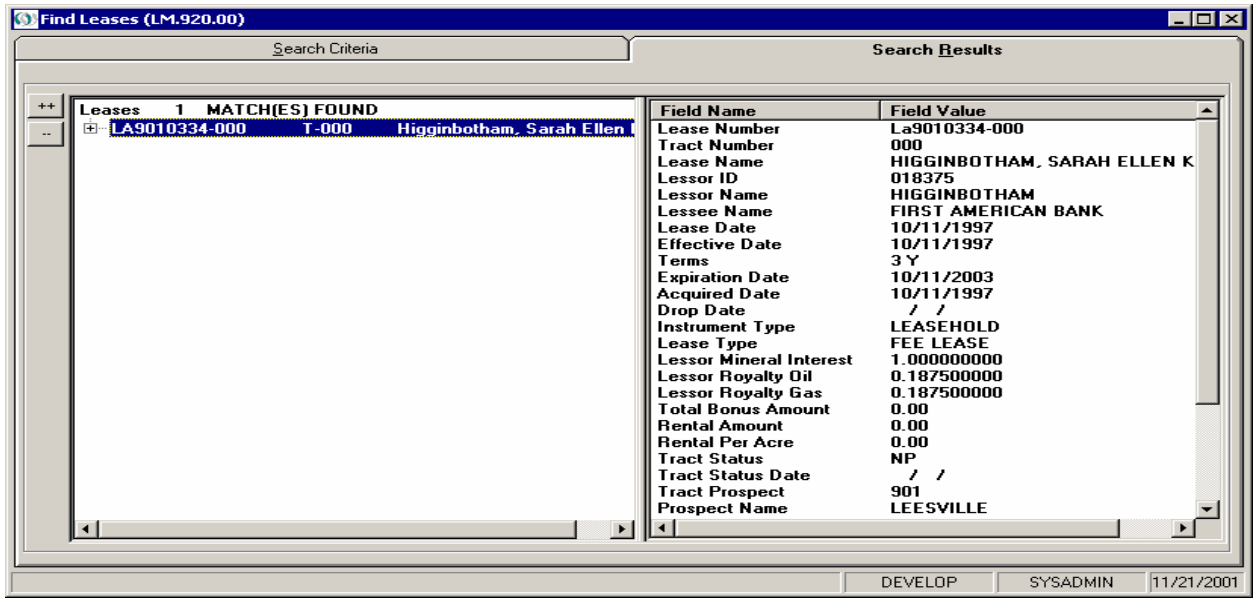
…and the following screen will be displayed



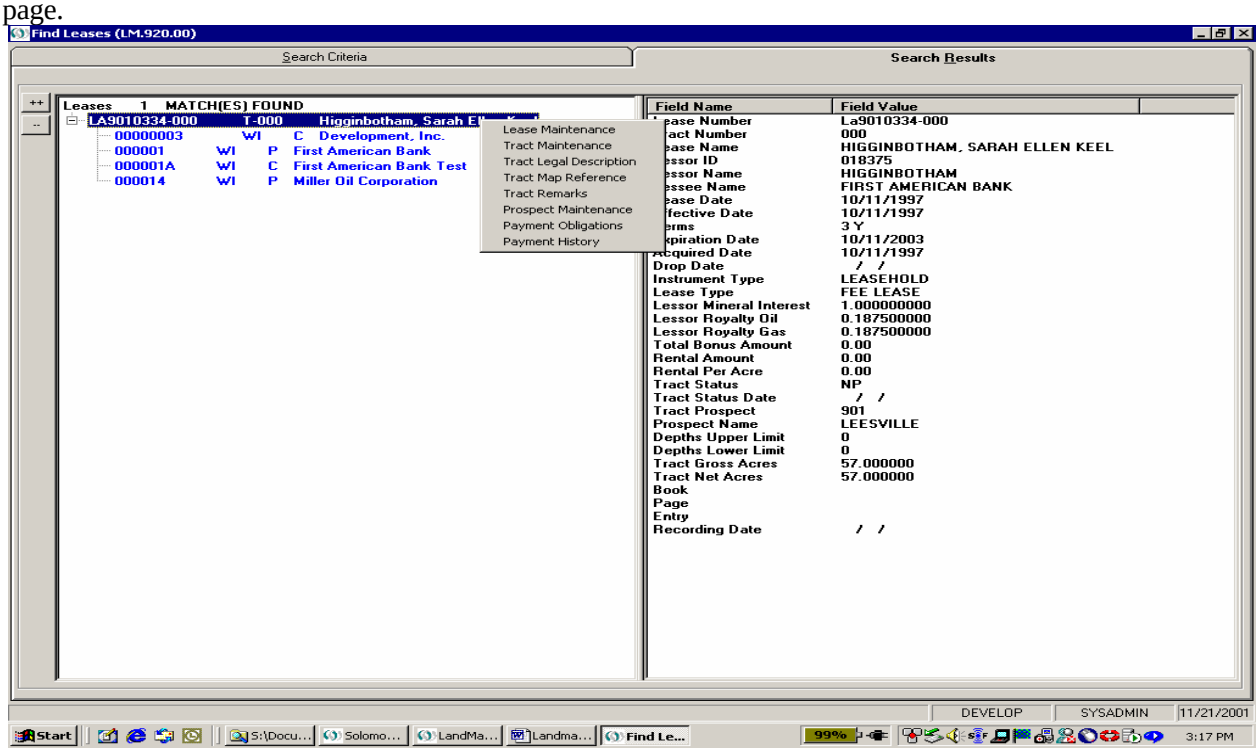
Click on the “plus” sign to show the ownership in the Lease. Click on one of the owners and “Right Click” to see the Name and address selection.



You may go Name and Address, Lease/Tract Ownership or Lease summary. Click on the Lease ID and basic descriptive information will be displayed



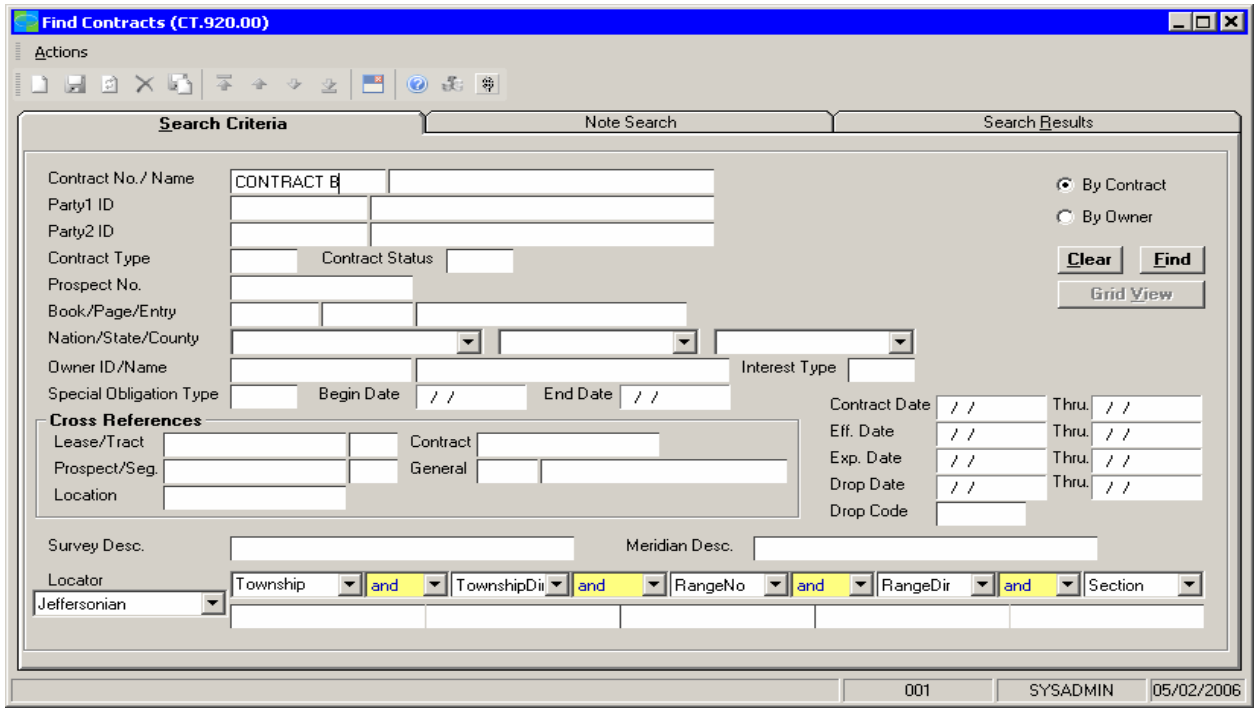
"Right Click" to see the drop down menu to get to Lease and tract level information as shown on the next page.

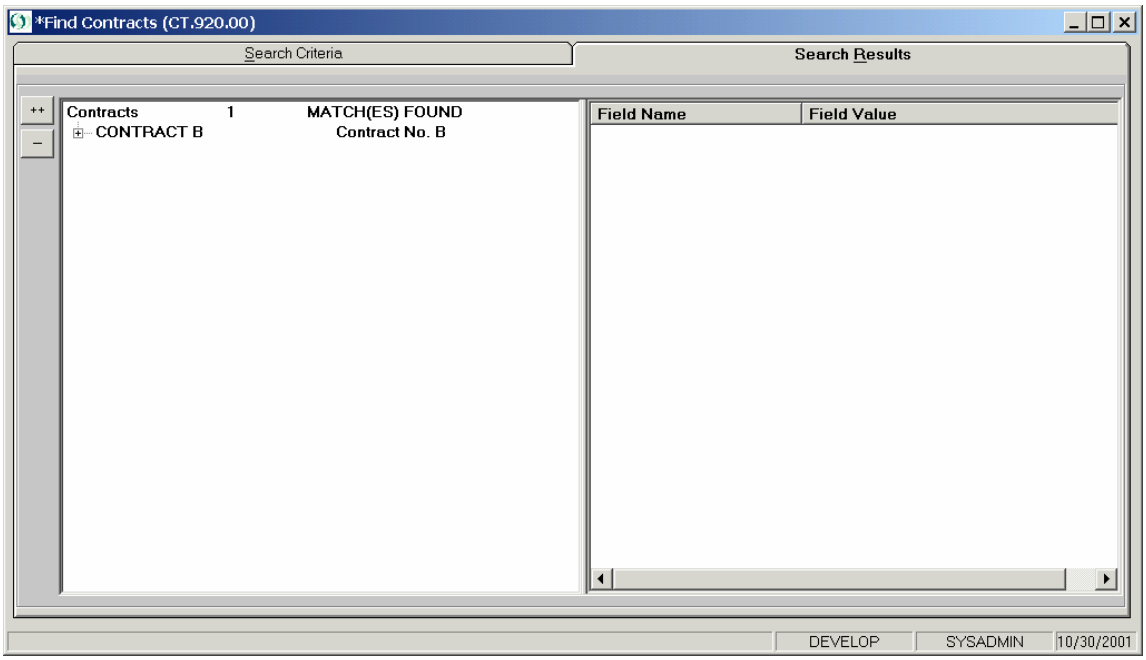


Click the "Lease Maintenance" selection to go the normal lease maintenance screens and processes.

4.16 CONTRACT FIND

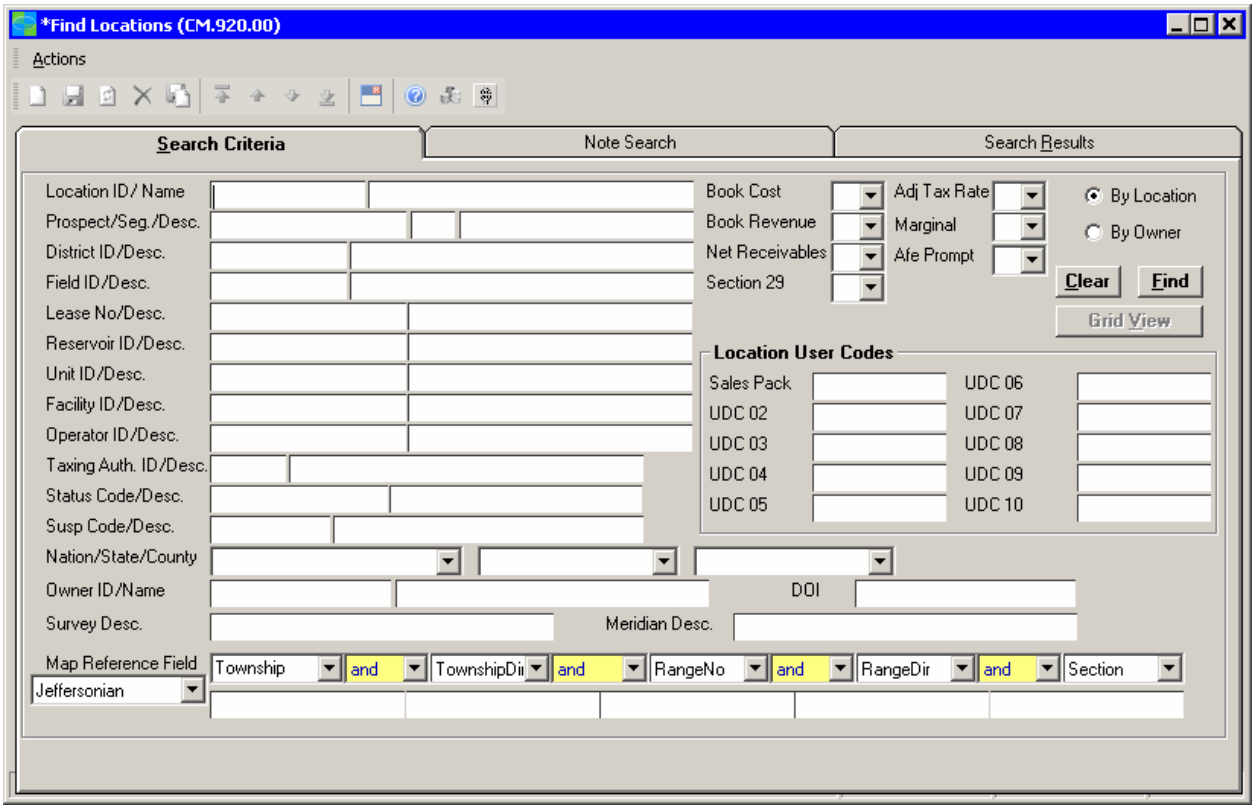
The contract "Find" works very similarly to the Lease "Find". Enter the desired search criteria and click "GO". Please refer to the Lease "Find" for additional detail.

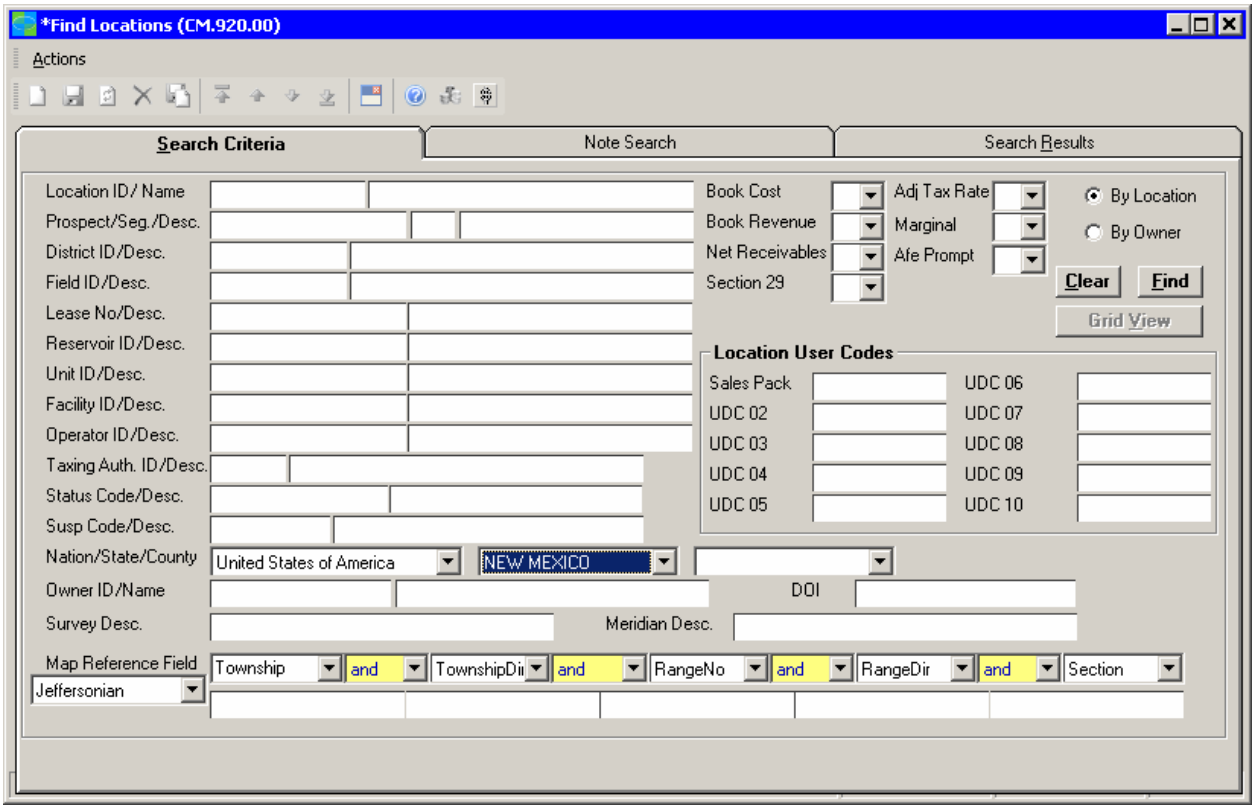

Find Contracts (CT.920.00)
Actions
Search Criteria
Note Search
Search Results
Contract No./ Name
CONTRACT B
Party1 ID
Party2 ID
Contract Type
Contract Status
Prospect No.
Book/Page/Entry
Nation/State/County
Owner ID/Name
Interest Type
Special Obligation Type
Begin Date
End Date
Cross References
Lease/Tract
Contract
Prospect/Seg.
General
Location
By Contract
By Owner
Clear
Find
Grid View
Contract Date
Eff. Date
Exp. Date
Drop Date
Drop Code
Thru.
Survey Desc.
Meridian Desc.
Locator
Jeffersonian
Township
and
TownshipDir
RangeNo
RangeDir
Section
001
SYSADMIN
05/02/2006


*Find Contracts (CT.920.00)
Search Criteria
Search Results
Contracts 1 MATCH(ES) FOUND
CONTRACT B
Contract No. B
Field Name
Field Value
DEVELOP
SYSADMIN
10/30/2001

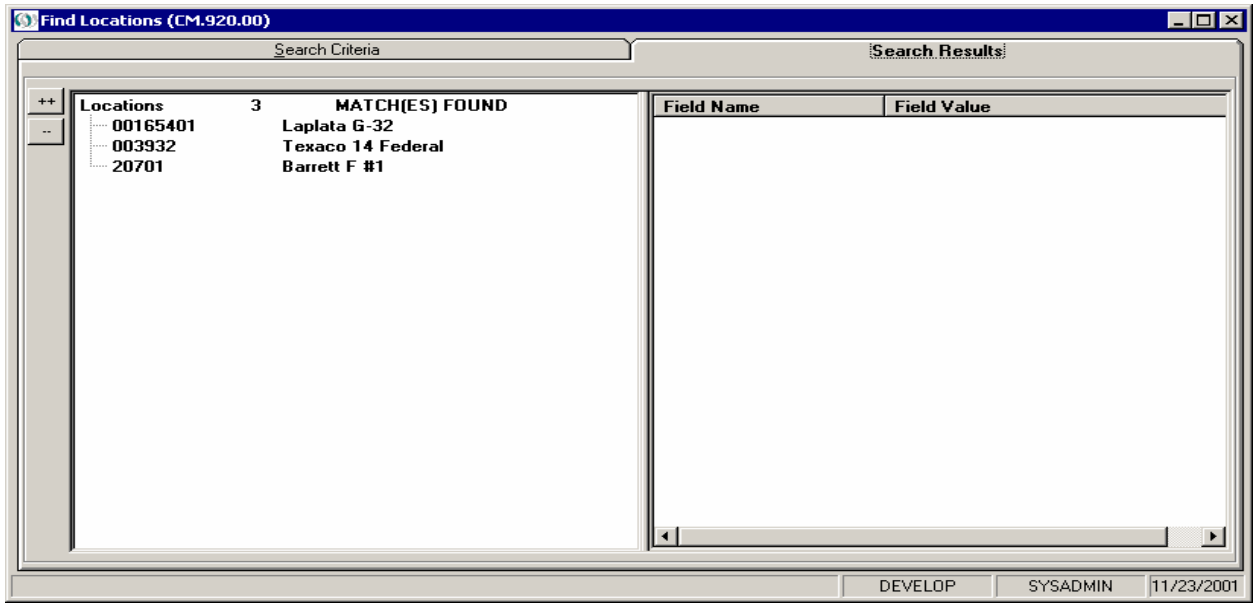
4.17 LOCATION FIND

The LOCATION “Find” works very similarly to the Lease “Find”. Enter the desired search criteria and click “GO”. Please refer to the Lease “Find” for additional detail.

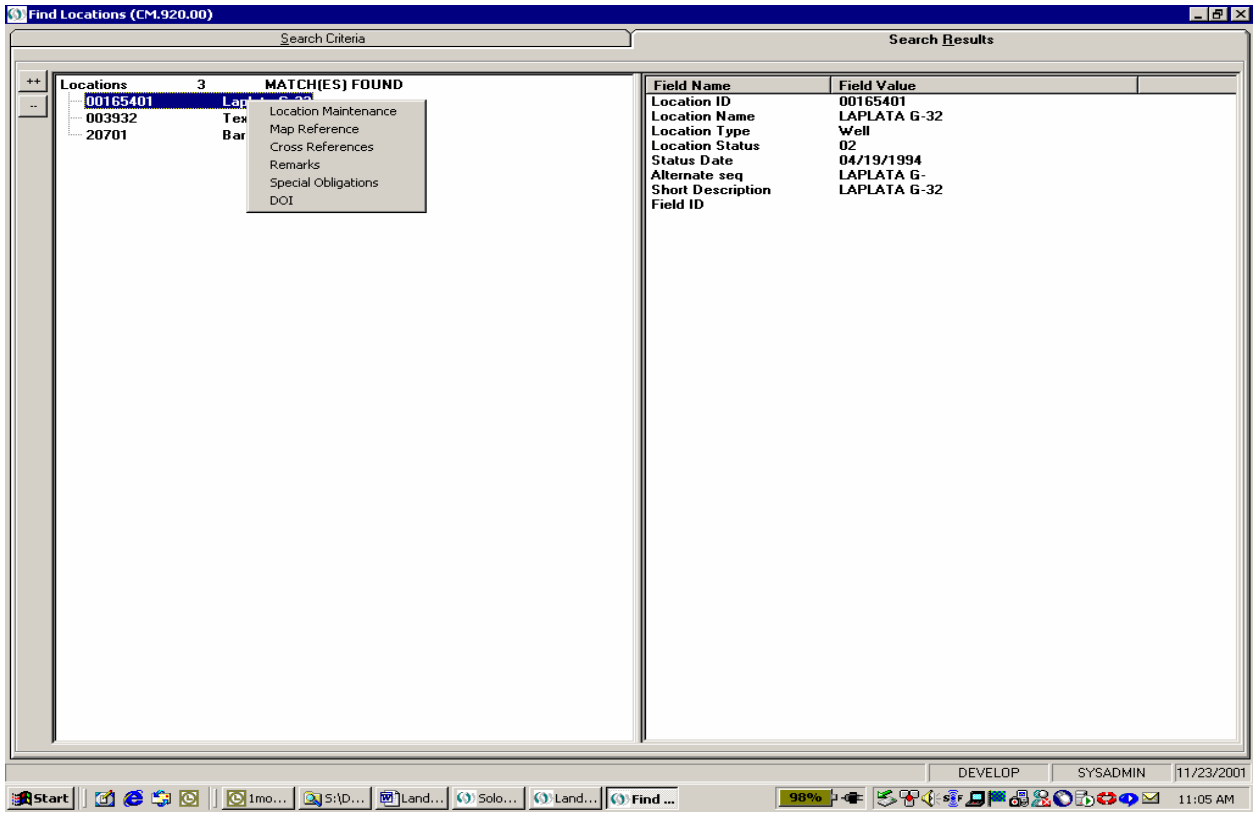




Select New Mexico Wells and click “FIND” to Display the following screen.



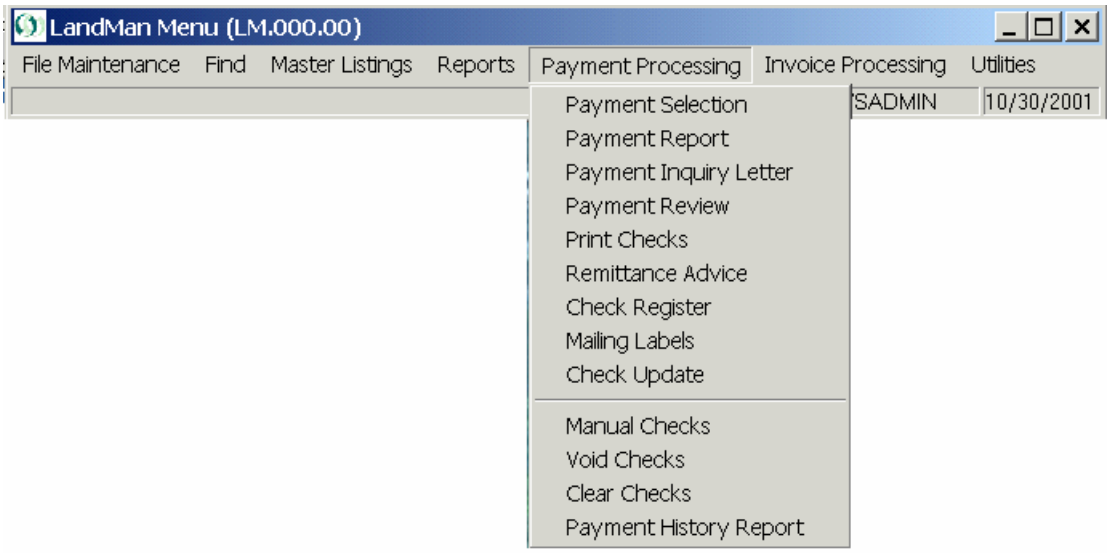
Click on the first well listed to display the following screen and right click to show the selection menu.



On the Search Criteria Tab click “GRID VIEW” to see the search results in Grid format.

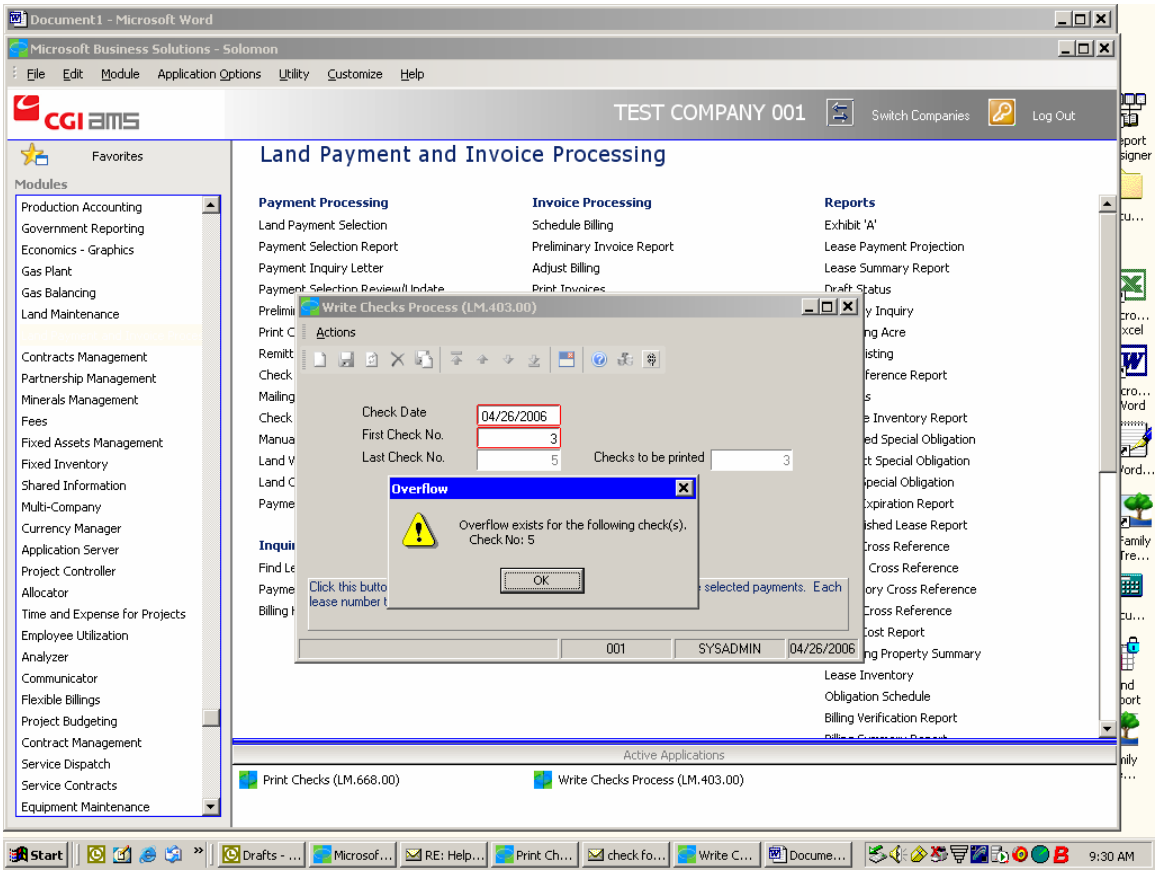
4.18 PAYMENT PROCESSING

The Payment Processing section supports the payment of Delay Rentals, Shut-in Royalties and other payments.

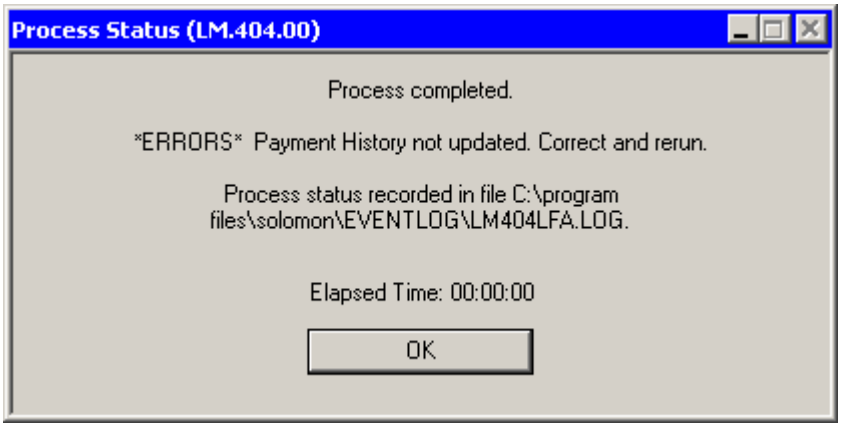


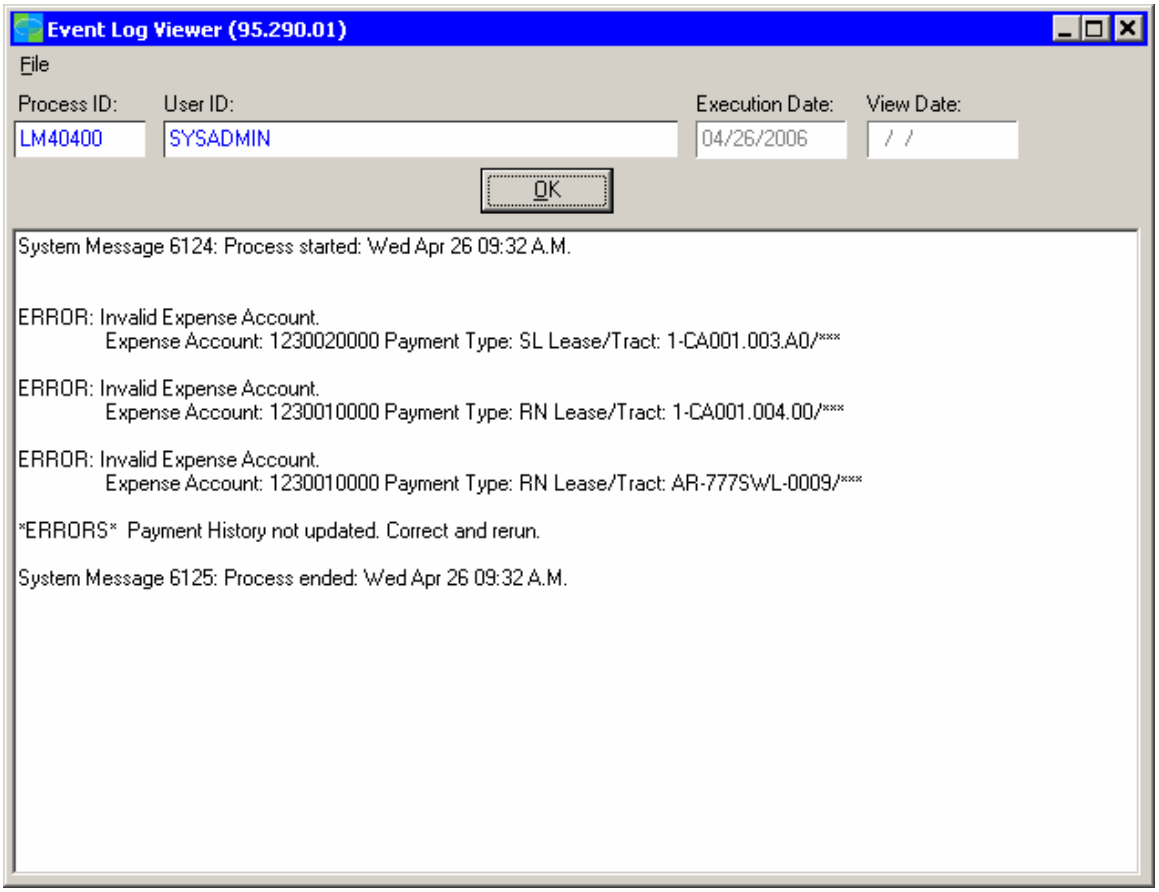
Refer to Sections 5.0 through 5.13 in the LANDMAN System User Manual for detailed information.

Note : See Procedure at the end of this section…..Preliminary check report



This message may occur when printing checks. It is telling you that there is overflow of notes or map description and the Print Remittance Advice step must be printed.

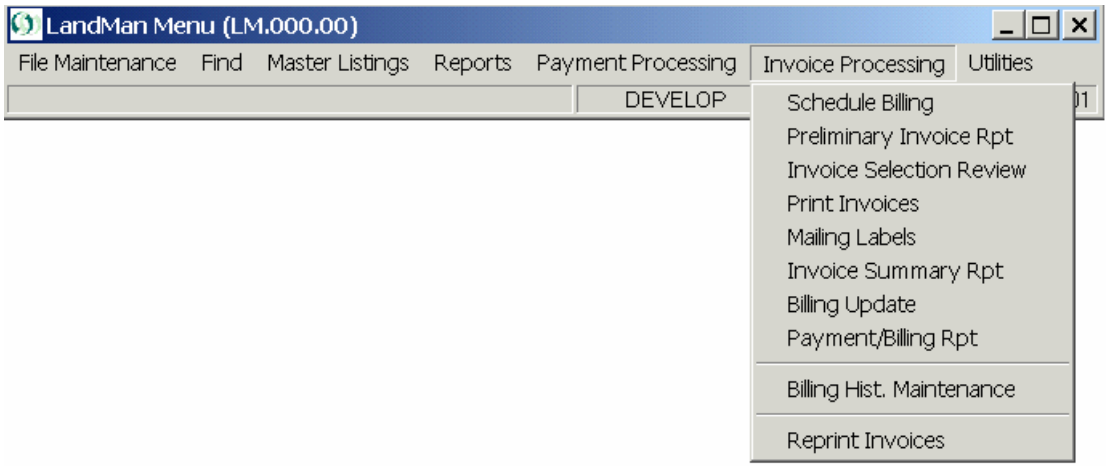

Process Status (LM.404.00)
Process completed.
ERRORS Payment History not updated. Correct and rerun.
Process status recorded in file C:\program files\solomon\EVENTLOG\LM404LFA.LOG.
Elapsed Time: 00:00:00
OK


Event Log Viewer (95.290.01)
File
Process ID:
User ID:
Execution Date:
View Date:
LM40400
SYSADMIN
04/26/2006
/ /
OK
System Message 6124: Process started: Wed Apr 26 09:32 A.M.
ERROR: Invalid Expense Account.
Expense Account: 1230020000 Payment Type: SL Lease/Tract: 1-CA001.003.A0/***
ERROR: Invalid Expense Account.
Expense Account: 1230010000 Payment Type: RN Lease/Tract: 1-CA001.004.00/***
ERROR: Invalid Expense Account.
Expense Account: 1230010000 Payment Type: RN Lease/Tract: AR-777SWL-0009/***
ERRORS Payment History not updated. Correct and rerun.
System Message 6125: Process ended: Wed Apr 26 09:32 A.M.

If interface to JIB = 'Y' or AFE = 'Y', these accounts must be setup in JIB Parameters.

4.19 INVOICE PROCESSING

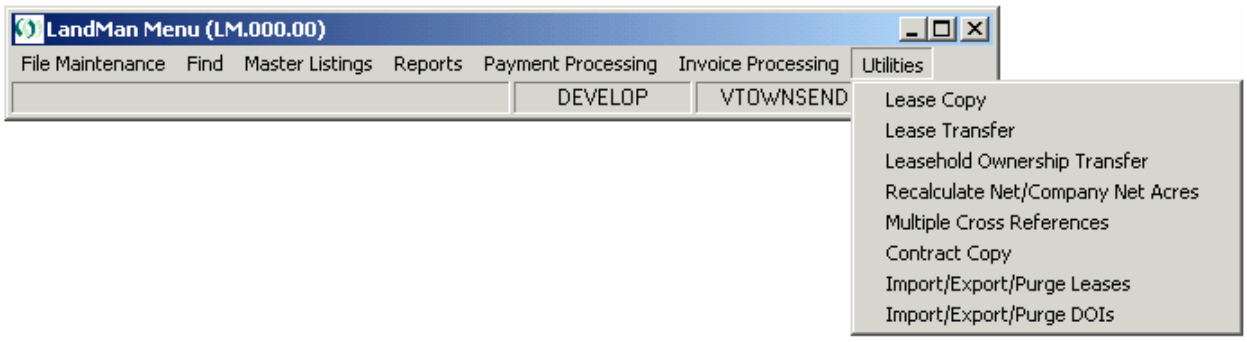
The Invoice Processing section outlines the steps required to process invoices.



Refer to Sections 6.0 through 6.9 in the LANDMAN System User Manual for additional information.

4.20 UTILITIES

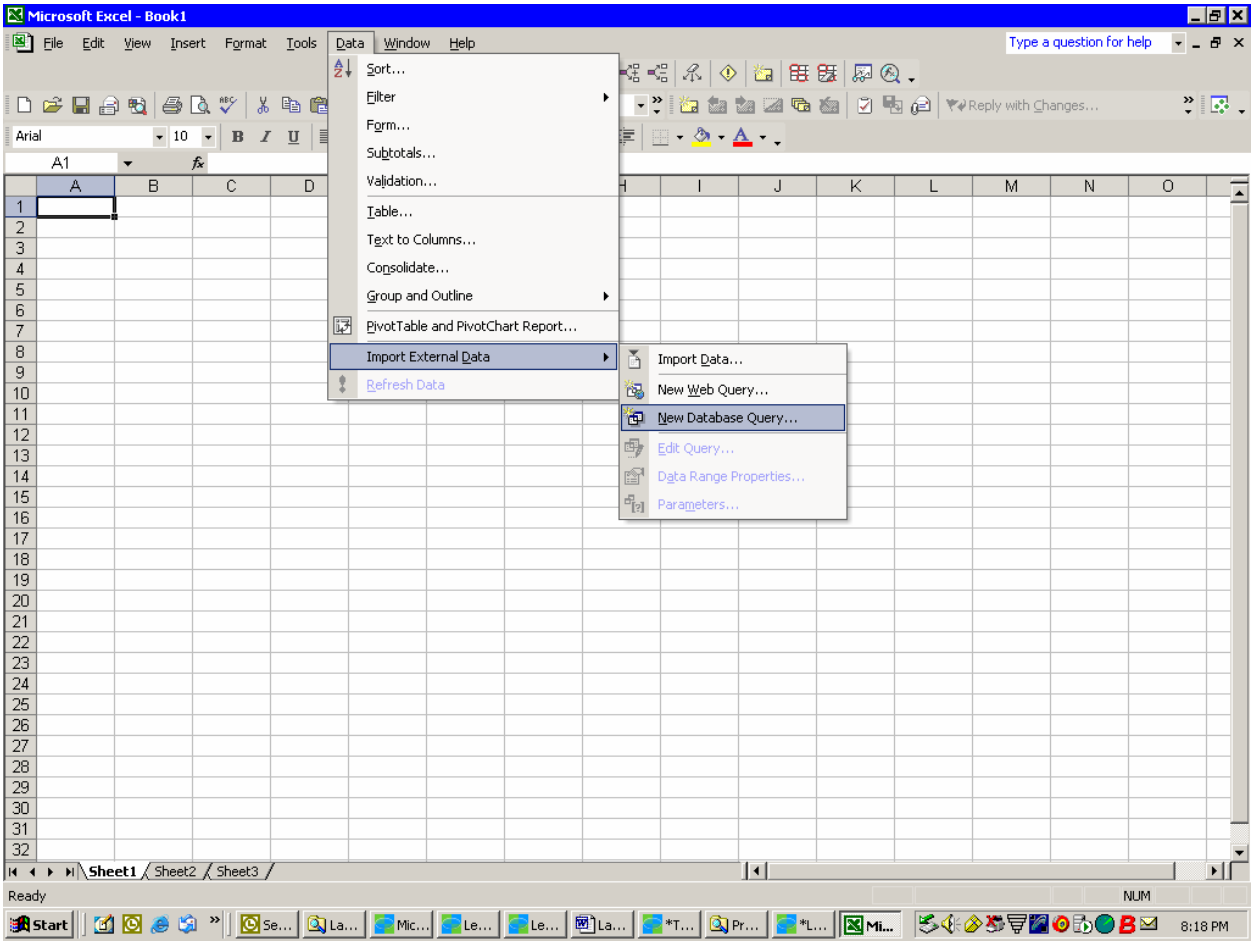
The Utilities section is a group of six functions, which copy data or make mass changes easier. ***Refer to Sections 7.0 through 7.7.2 in the LANDMAN System User Manual for Specific details.***



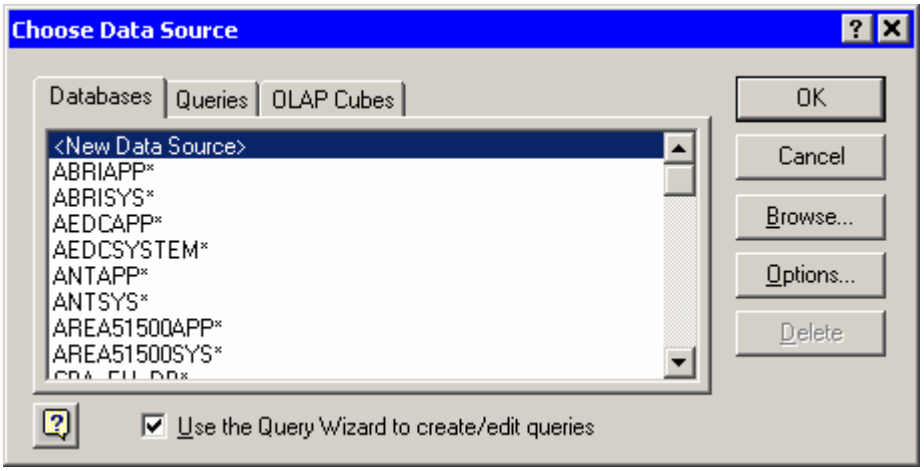
4.21 EXCEL, SQL, ACCESS DATA ACCESS CAPABILITIES

A. EXCEL – Can be used as a simple columnar report writer. Your IT Department needs to provide you with Read-only access rights to the SQL Database.

Click and drop down the Data menu, select Import External data and New data base query.

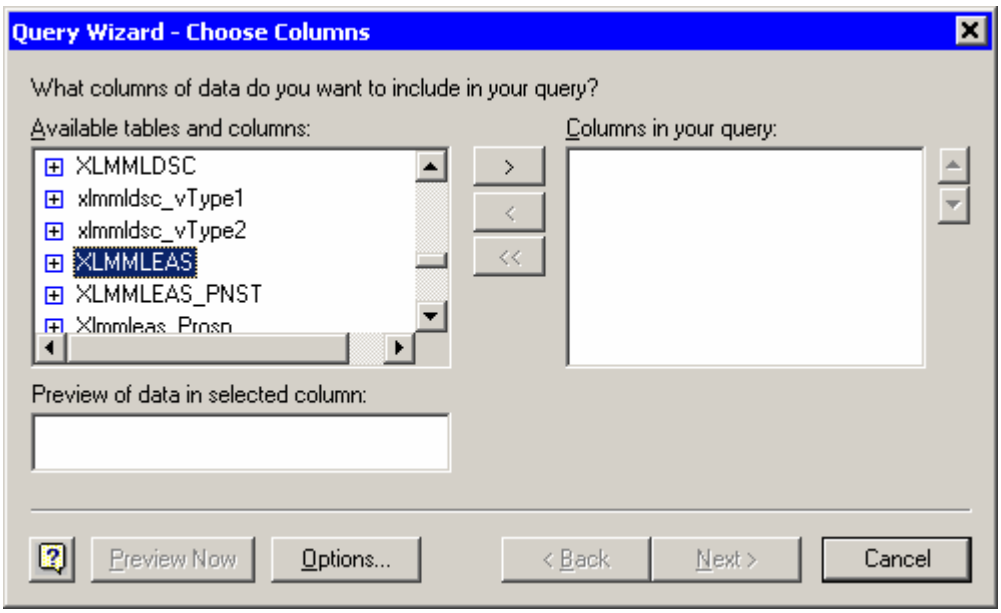


Select the data base you have your Land data in….usually the name will be XXXApp where XXX is you company ID.

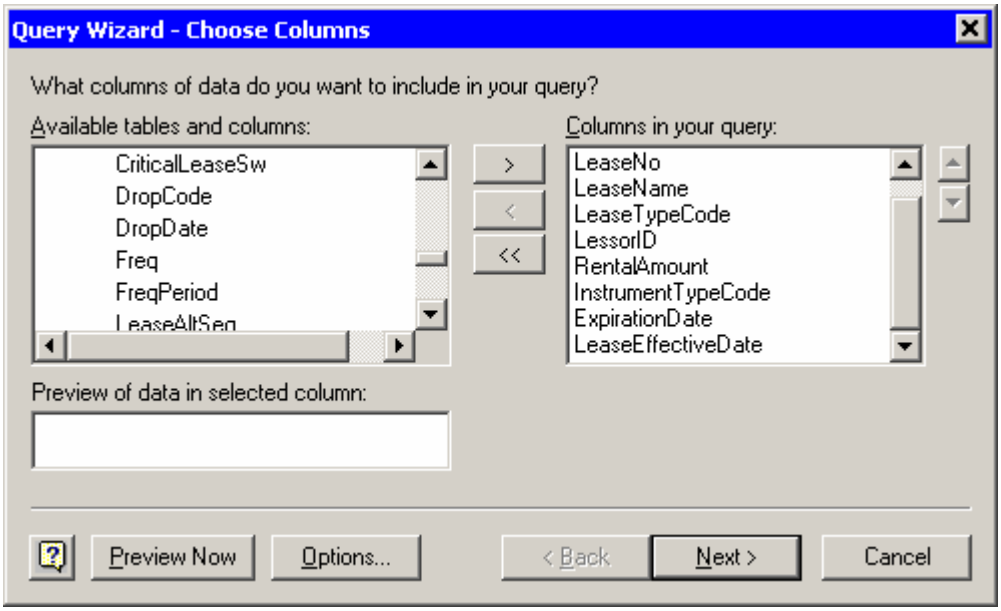


You will be asked for you data base ID and Password….and click OK.

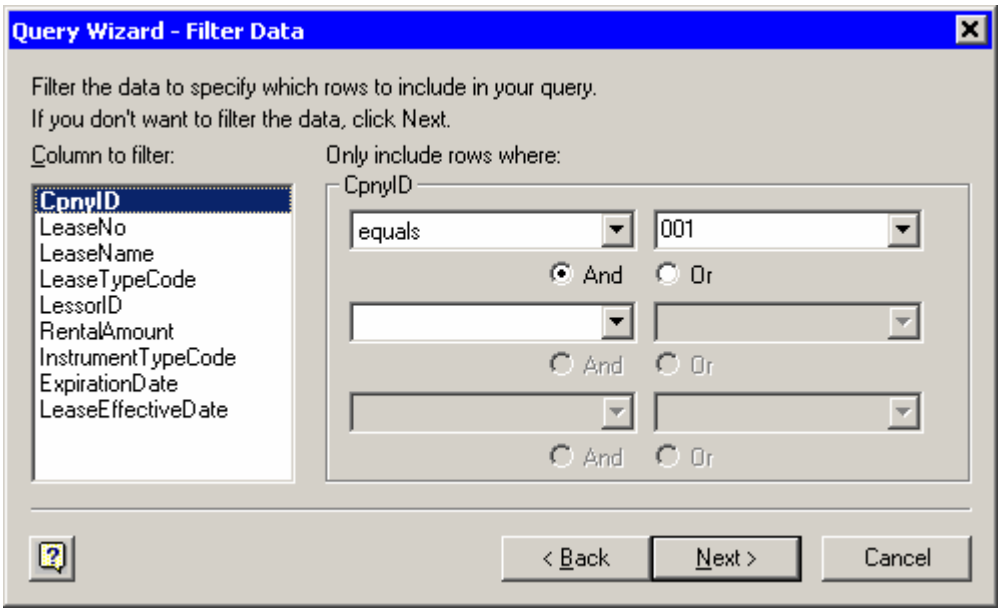
First Find the Lease data in XLMMLEAS……

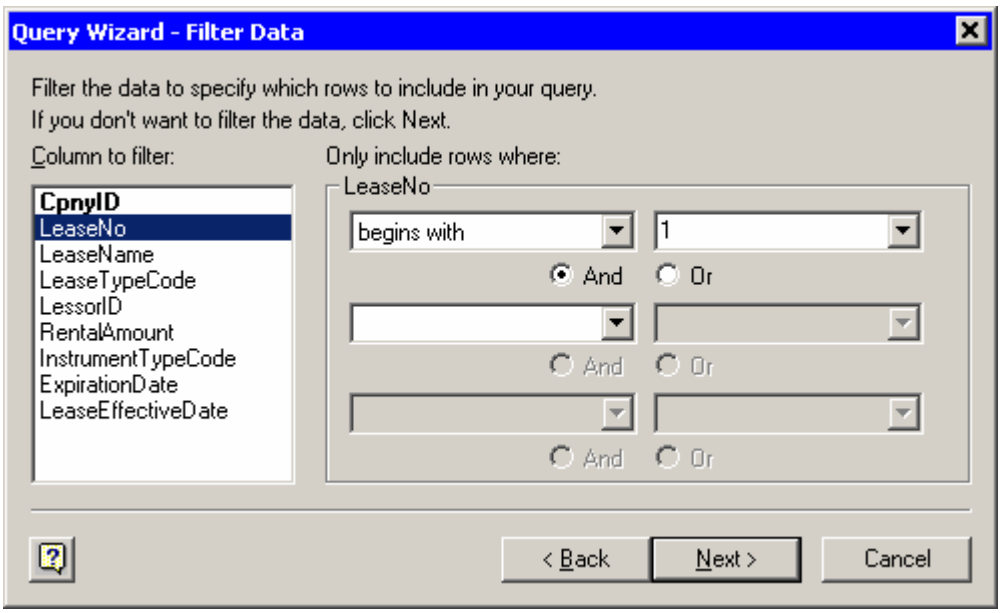


then select the columns you want in your query and click next

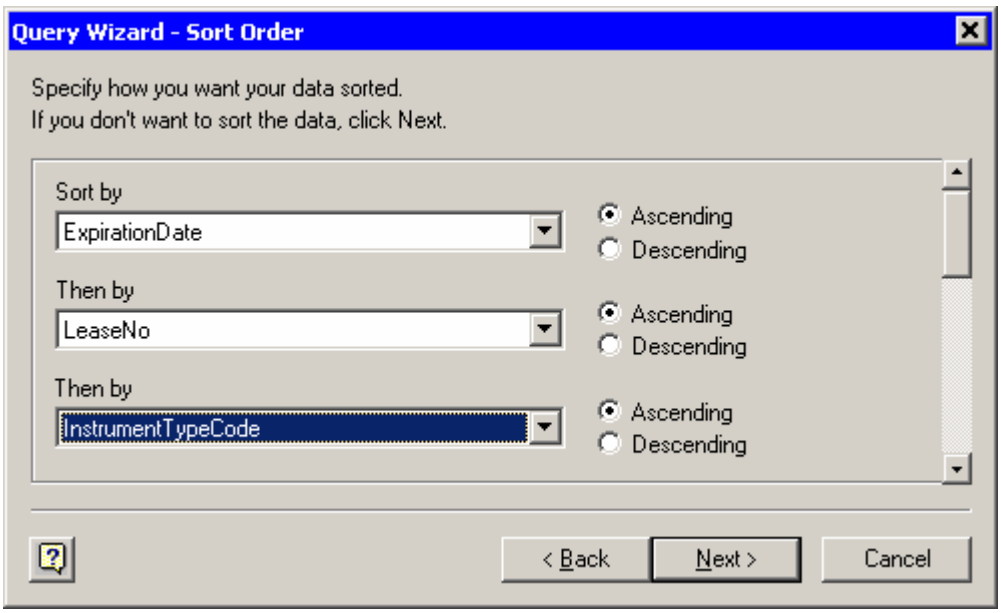


Filter the data by company and Lease

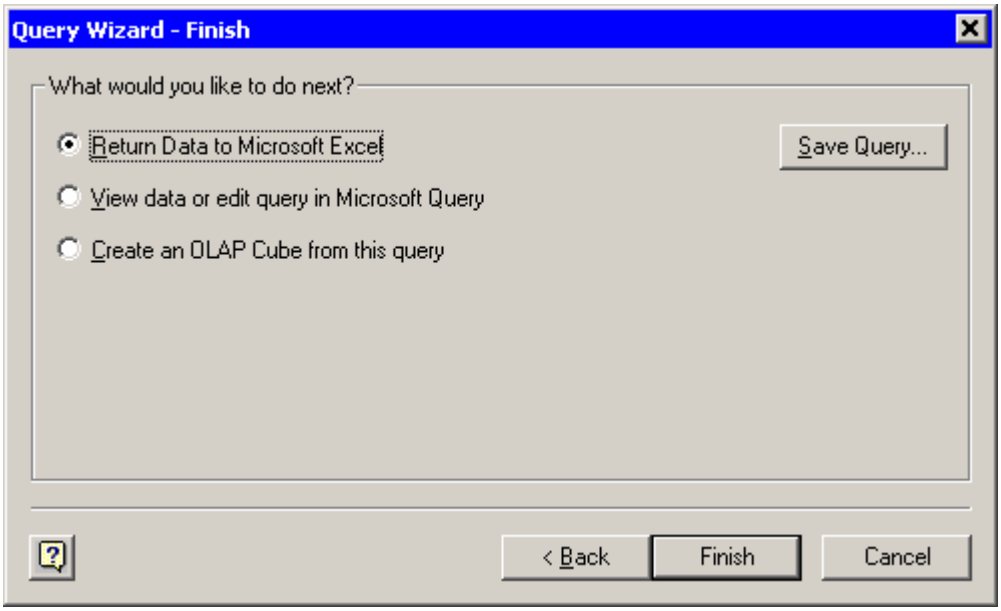




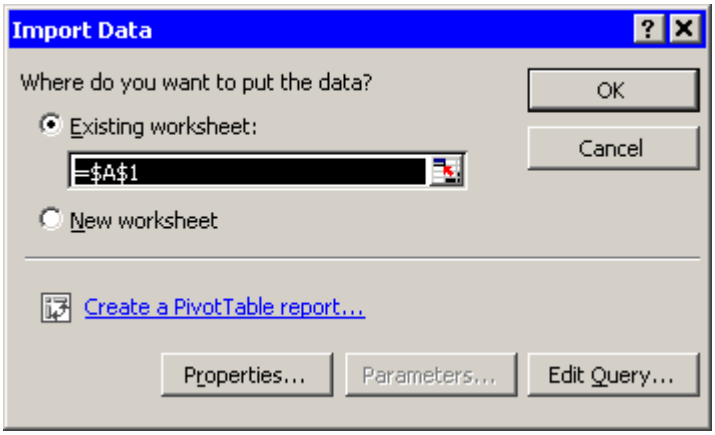
Sort by …..



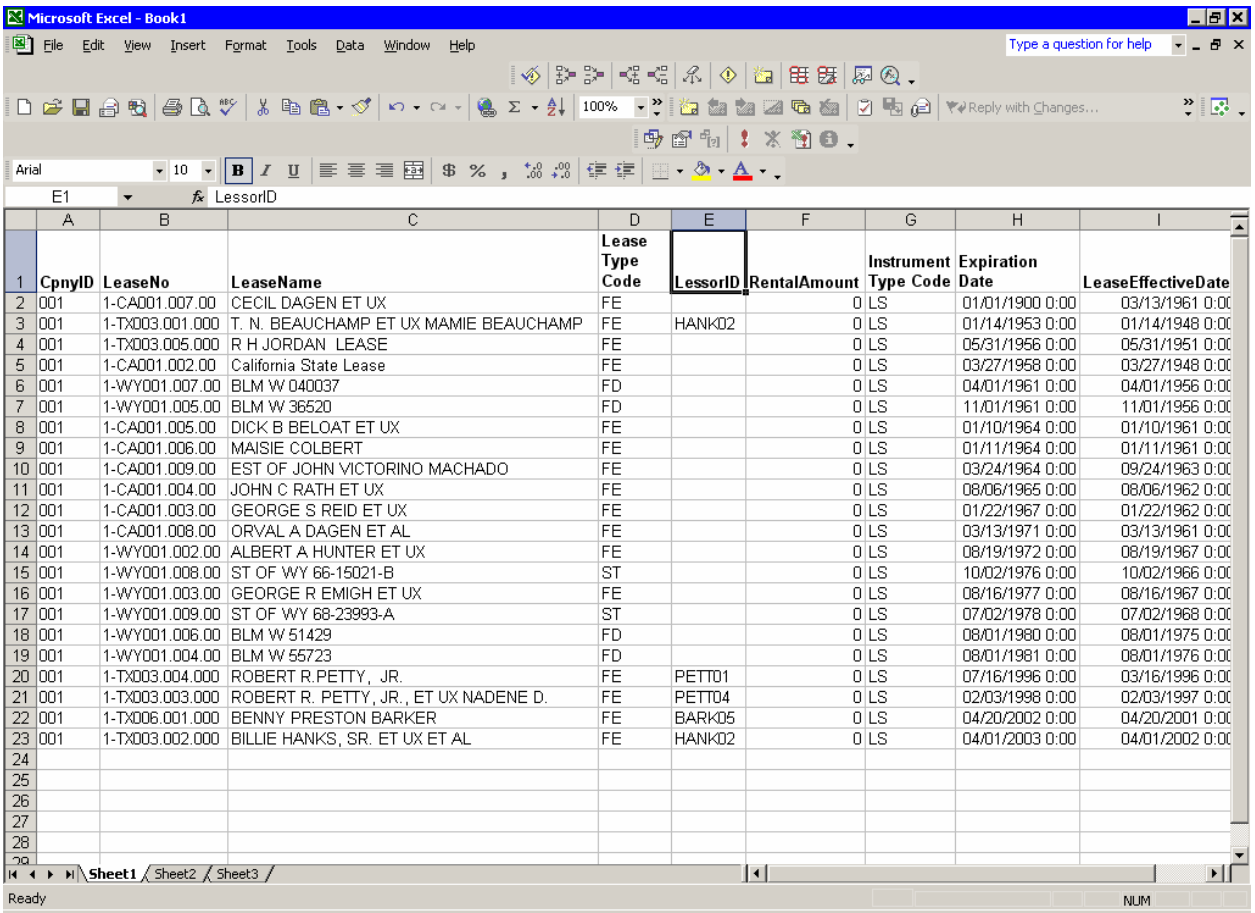
Click next and return data to Excel


Query Wizard - Finish
What would you like to do next?
Return Data to Microsoft Excel
Save Query...
View data or edit query in Microsoft Query
Create an OLAP Cube from this query
< Back
Finish
Cancel

Click “Finish” to position your Excel data….normally default to the top left cell.



Click OK to see your Excel Query. This can be saved, edited to add or delete columns form lease information or tract information.



Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes...

Arial 10

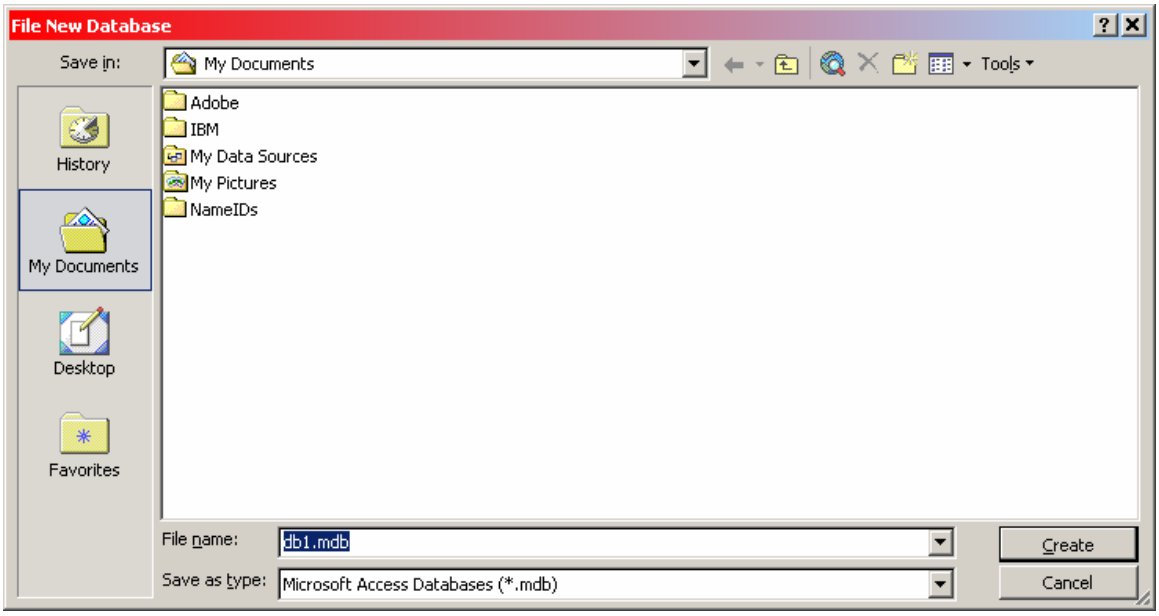
E1 LessorID

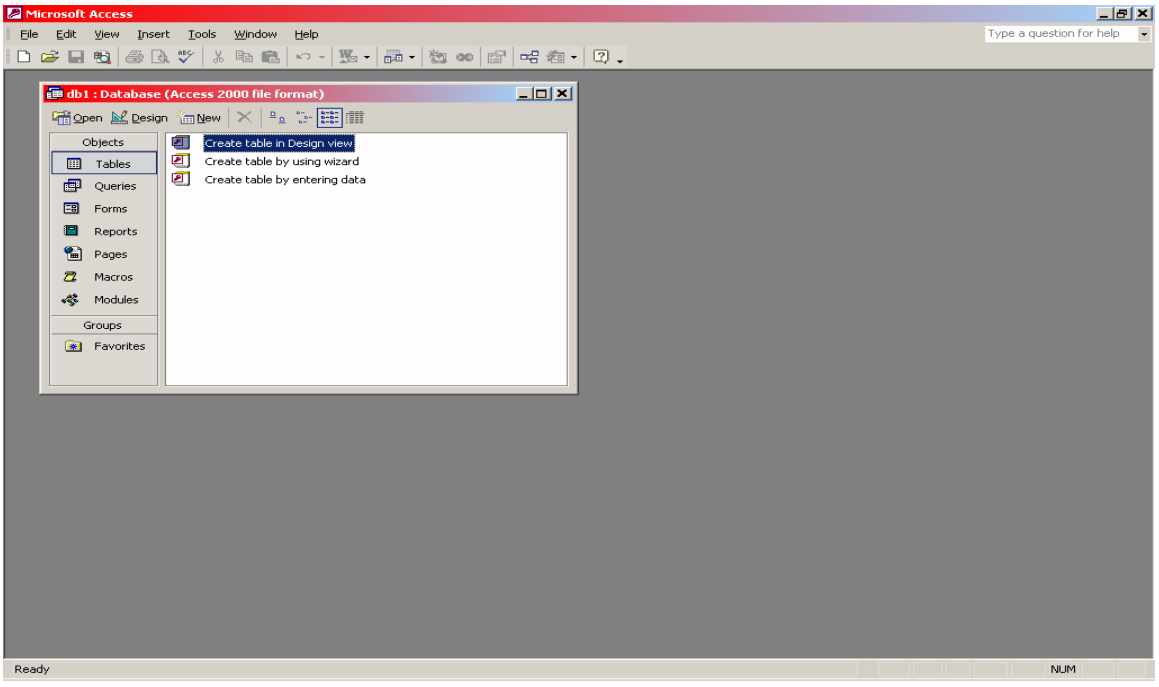
	A	B	C	D	E	F	G	H	I
1	CpnyID	LeaseNo	LeaseName	Lease Type Code	LessorID	RentalAmount	Instrument Type Code	Expiration Date	LeaseEffectiveDate
2	001	1-CA001.007.00	CECIL DAGEN ET UX	FE		0	LS	01/01/1900 0:00	03/13/1961 0:00
3	001	1-TX003.001.000	T. N. BEAUCHAMP ET UX MAMIE BEAUCHAMP	FE	HANK02	0	LS	01/14/1953 0:00	01/14/1948 0:00
4	001	1-TX003.005.000	R H JORDAN LEASE	FE		0	LS	05/31/1956 0:00	05/31/1951 0:00
5	001	1-CA001.002.00	California State Lease	FE		0	LS	03/27/1958 0:00	03/27/1948 0:00
6	001	1-WY001.007.00	BLM W 040037	FD		0	LS	04/01/1961 0:00	04/01/1956 0:00
7	001	1-WY001.005.00	BLM W 36520	FD		0	LS	11/01/1961 0:00	11/01/1956 0:00
8	001	1-CA001.005.00	DICK B BELOAT ET UX	FE		0	LS	01/10/1964 0:00	01/10/1961 0:00
9	001	1-CA001.006.00	MAISIE COLBERT	FE		0	LS	01/11/1964 0:00	01/11/1961 0:00
10	001	1-CA001.009.00	EST OF JOHN VICTORINO MACHADO	FE		0	LS	03/24/1964 0:00	09/24/1963 0:00
11	001	1-CA001.004.00	JOHN C RATH ET UX	FE		0	LS	08/06/1965 0:00	08/06/1962 0:00
12	001	1-CA001.003.00	GEORGE S REID ET UX	FE		0	LS	01/22/1967 0:00	01/22/1962 0:00
13	001	1-CA001.008.00	ORVAL A DAGEN ET AL	FE		0	LS	03/13/1971 0:00	03/13/1961 0:00
14	001	1-WY001.002.00	ALBERT A HUNTER ET UX	FE		0	LS	08/19/1972 0:00	08/19/1967 0:00
15	001	1-WY001.008.00	ST OF WY 66-15021-B	ST		0	LS	10/02/1976 0:00	10/02/1966 0:00
16	001	1-WY001.003.00	GEORGE R EMIGH ET UX	FE		0	LS	08/16/1977 0:00	08/16/1967 0:00
17	001	1-WY001.009.00	ST OF WY 68-23993-A	ST		0	LS	07/02/1978 0:00	07/02/1968 0:00
18	001	1-WY001.006.00	BLM W 51429	FD		0	LS	08/01/1980 0:00	08/01/1975 0:00
19	001	1-WY001.004.00	BLM W 55723	FD		0	LS	08/01/1981 0:00	08/01/1976 0:00
20	001	1-TX003.004.000	ROBERT R.PETTY, JR.	FE	PETT01	0	LS	07/16/1996 0:00	03/16/1996 0:00
21	001	1-TX003.003.000	ROBERT R. PETTY, JR., ET UX NADENE D.	FE	PETT04	0	LS	02/03/1998 0:00	02/03/1997 0:00
22	001	1-TX006.001.000	BENNY PRESTON BARKER	FE	BARK05	0	LS	04/20/2002 0:00	04/20/2001 0:00
23	001	1-TX003.002.000	BILLIE HANKS, SR. ET UX ET AL	FE	HANK02	0	LS	04/01/2003 0:00	04/01/2002 0:00
24									
25									
26									
27									
28									

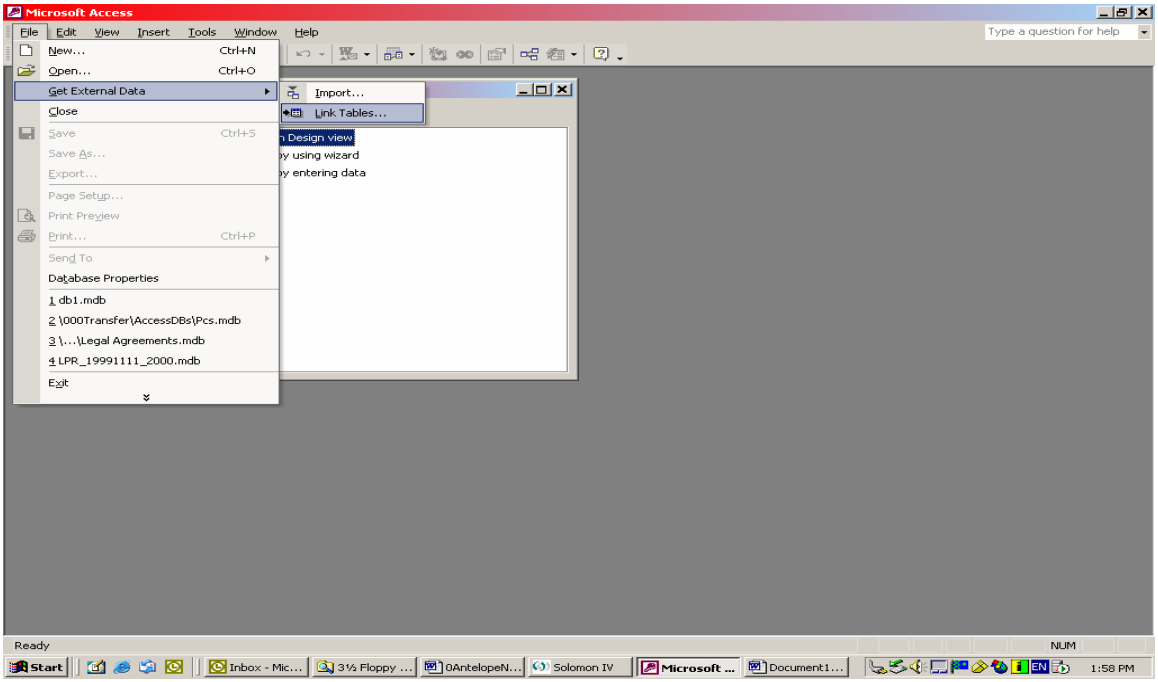
Sheet1 Sheet2 Sheet3

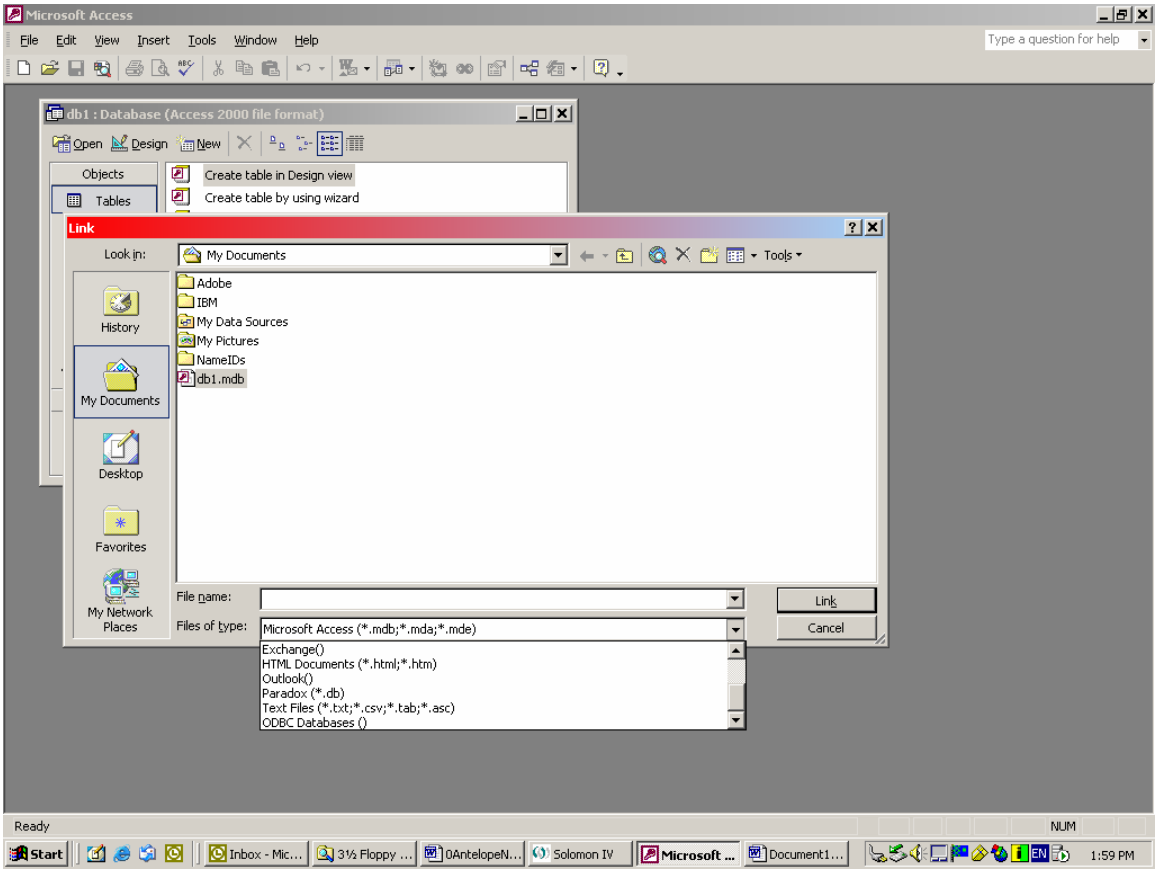
Ready NUM

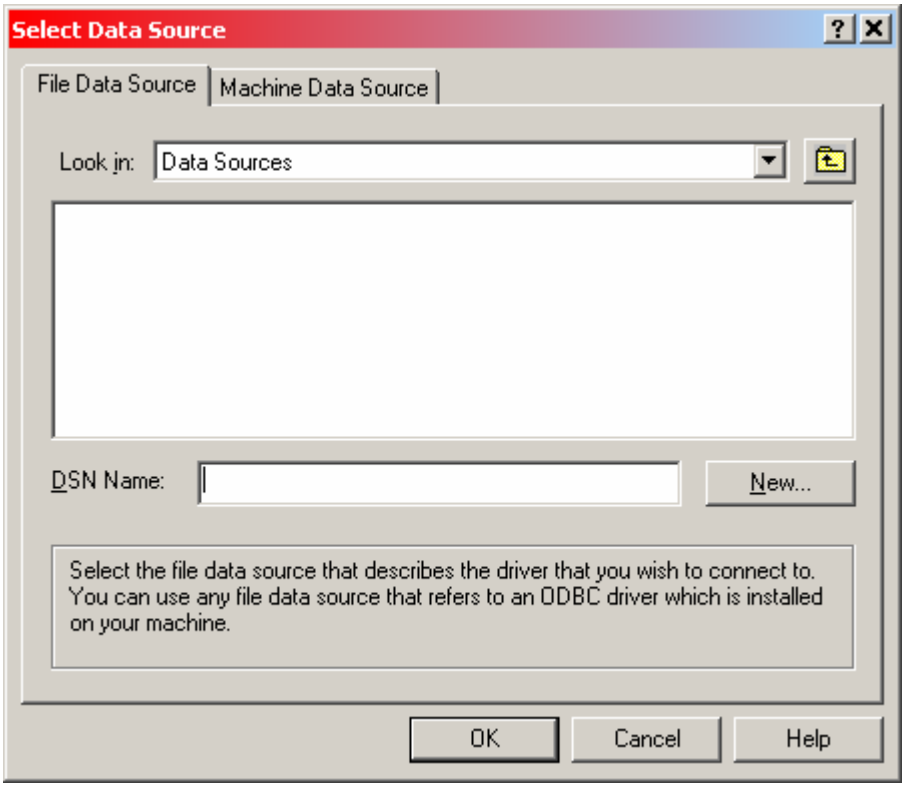
B. ACCESS – Can be used as a more sophisticated report writer. This procedure is very similar to the Excel procedure for those who are familiar with Access Capabilities.

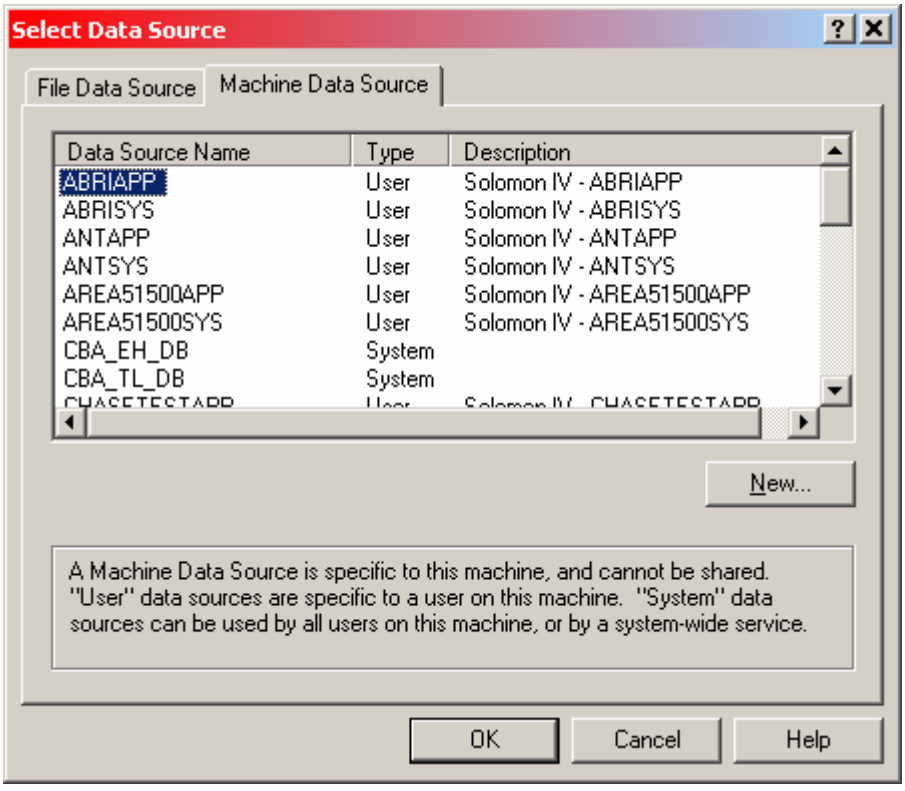


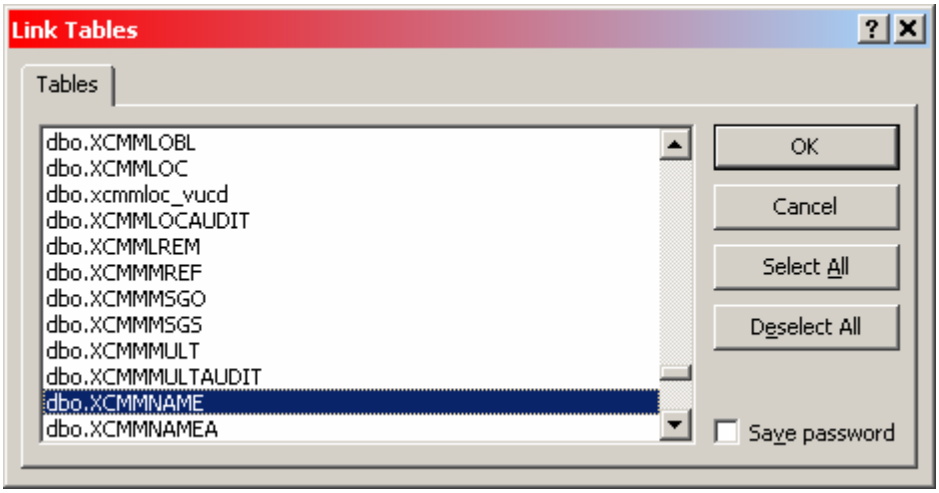


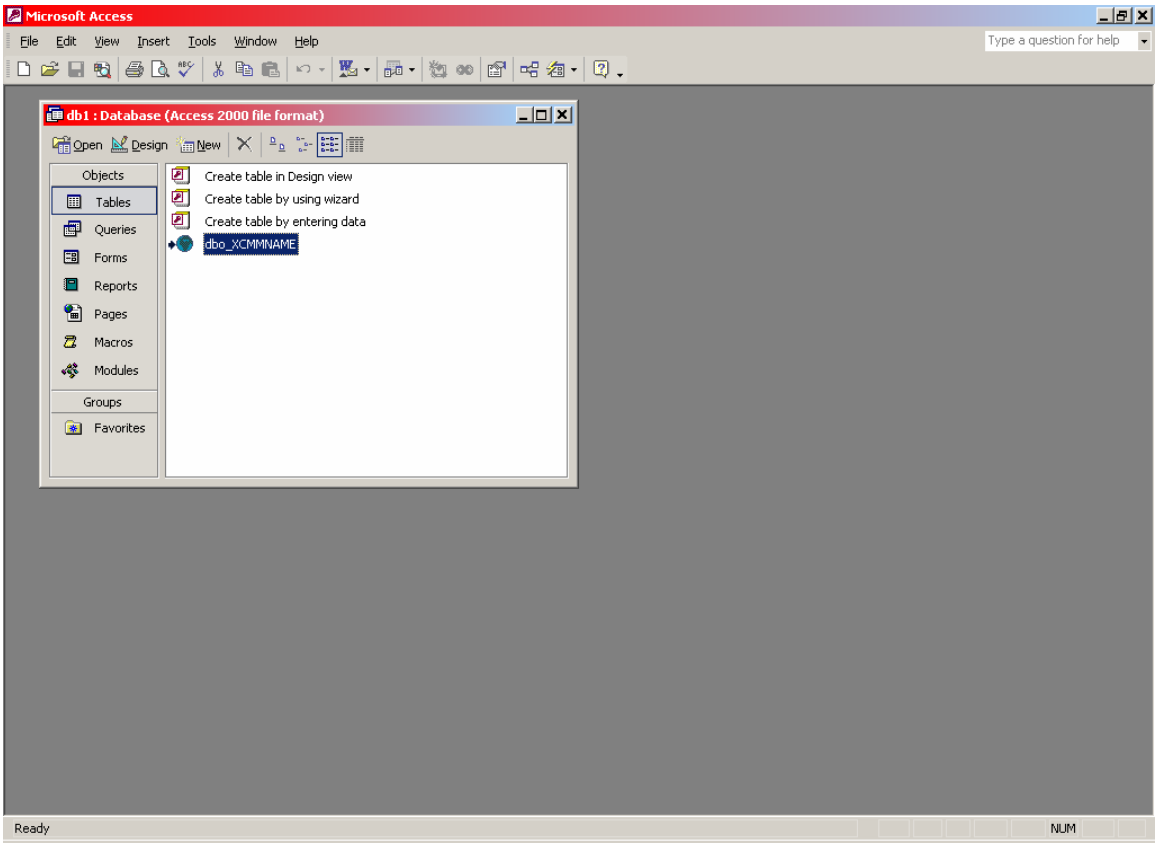

Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
New... Ctrl+N
Open... Ctrl+O
Get External Data
Close
Save Ctrl+S
Save As...
Export...
Page Setup...
Print Preview
Print... Ctrl+P
Send To
Database Properties
1 db1.mdb
2 \000Transfer\AccessDBs\Pcs.mdb
3 \...\Legal Agreements.mdb
4 LPR_19991111_2000.mdb
Exit
Import...
Link Tables...
Design view
using wizard
entering data
Ready
NUM
Start
Inbox - Mic...
3½ Floppy ...
0AntelopeN...
Solomon IV
Microsoft ...
Document1...
1:58 PM

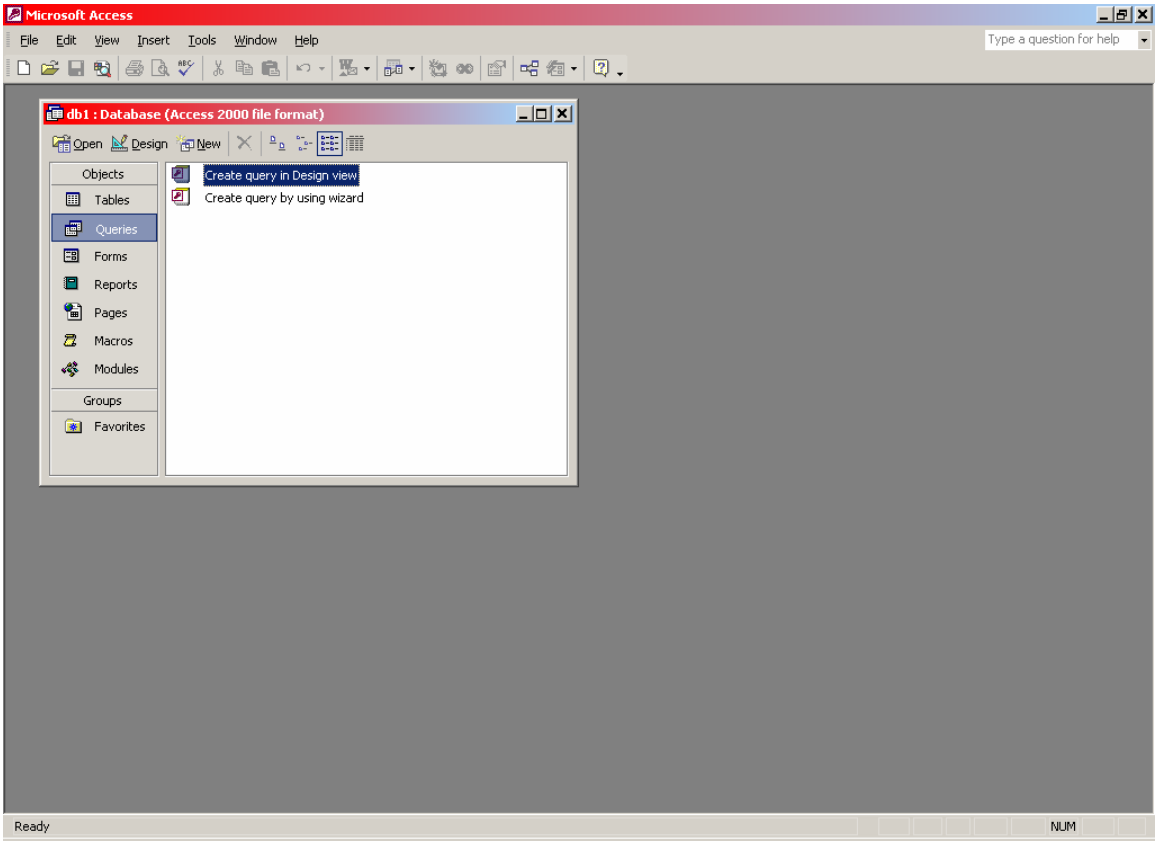

Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
db1 : Database (Access 2000 file format)
Open Design New
Objects
Tables
Create table in Design view
Create table by using wizard
Link
Look in: My Documents
Tools
Adobe
IBM
My Data Sources
My Pictures
NameIDs
db1.mdb
History
My Documents
Desktop
Favorites
My Network Places
File name:
Files of type: Microsoft Access (*.mdb;*.mda;*.mde)
Link
Cancel
Exchange()
HTML Documents (*.html;*.htm)
Outlook()
Paradox (*.db)
Text Files (*.txt;*.csv;*.tab;*.asc)
ODBC Databases ()
Ready
NUM
Start
Inbox - Mic...
3½ Floppy ...
0AntelopeN...
Solomon IV
Microsoft ...
Document1...
1:59 PM

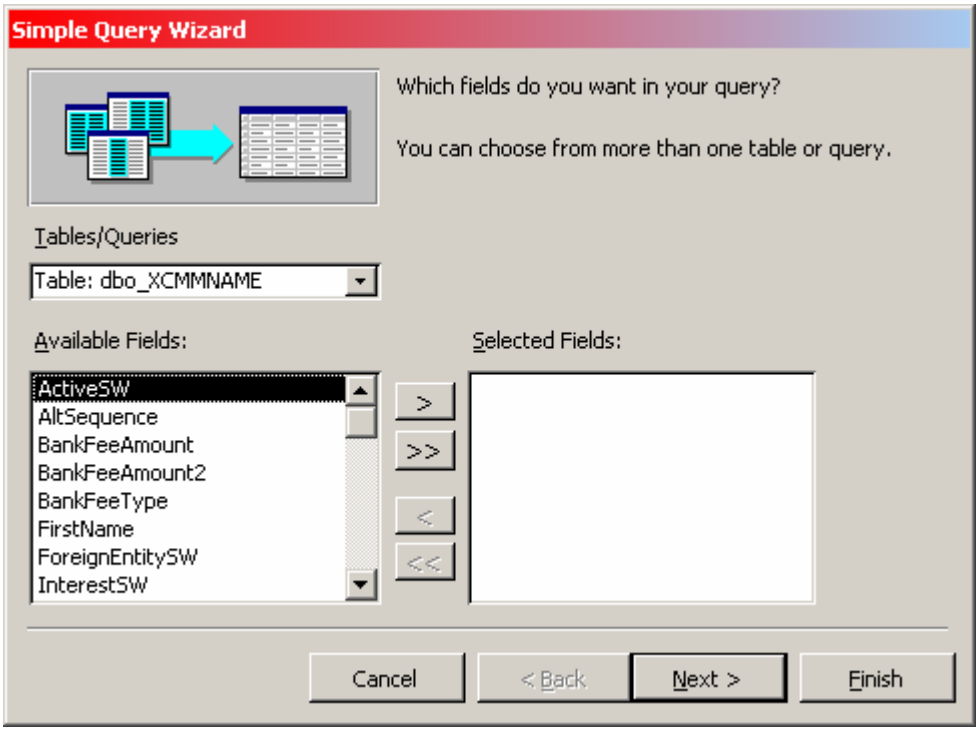

Select Data Source
File Data Source
Machine Data Source
Look in:
Data Sources
DSN Name:
New...
Select the file data source that describes the driver that you wish to connect to. You can use any file data source that refers to an ODBC driver which is installed on your machine.
OK
Cancel
Help

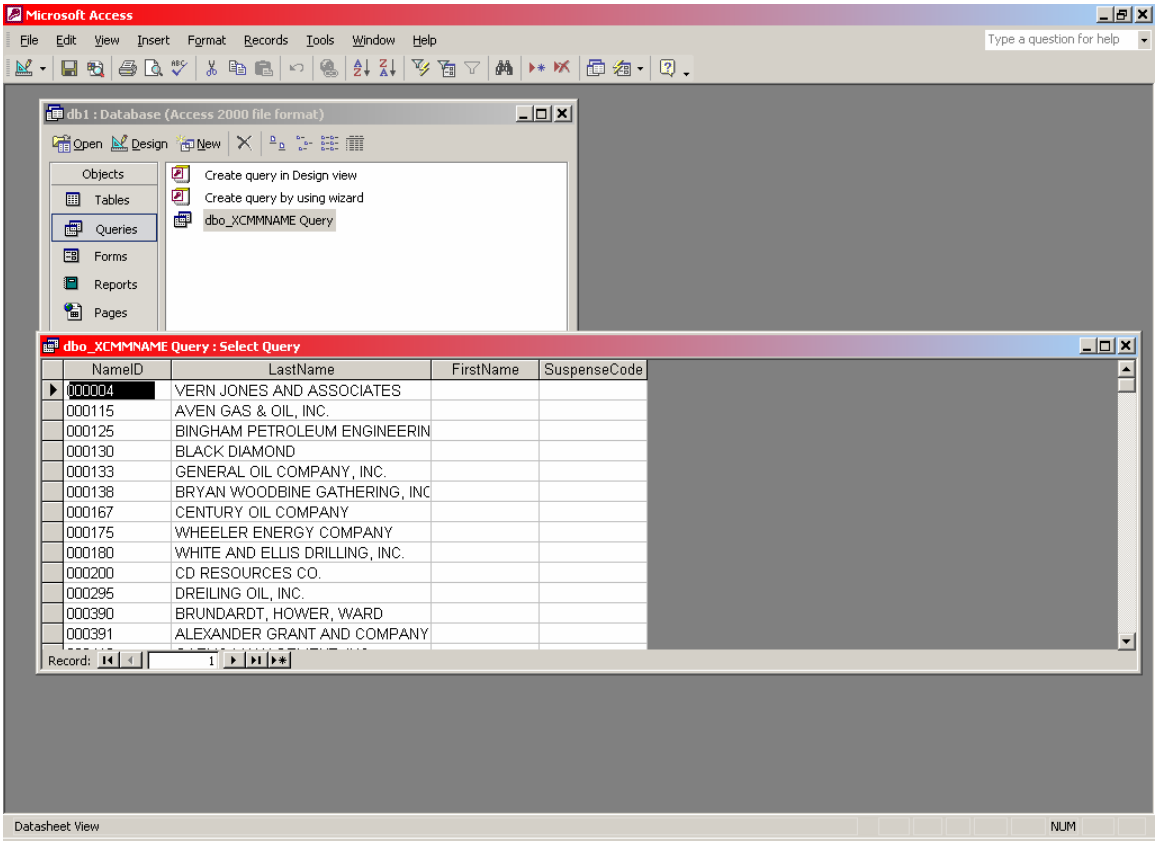

Select Data Source
File Data Source
Machine Data Source
Data Source Name
Type
Description
ABRIAPP
User
Solomon IV - ABRIAPP
ABRISYS
User
Solomon IV - ABRISYS
ANTAPP
User
Solomon IV - ANTAPP
ANTSYS
User
Solomon IV - ANTSYS
AREA51500APP
User
Solomon IV - AREA51500APP
AREA51500SYS
User
Solomon IV - AREA51500SYS
CBA_EH_DB
System
CBA_TL_DB
System
New...
A Machine Data Source is specific to this machine, and cannot be shared. "User" data sources are specific to a user on this machine. "System" data sources can be used by all users on this machine, or by a system-wide service.
OK
Cancel
Help


Link Tables
Tables
dbo.XCMMLOBL
dbo.XCMMLOC
dbo.xcmmloc_vucd
dbo.XCMMLOCAUDIT
dbo.XCMMLREM
dbo.XCMMMREF
dbo.XCMMMSGO
dbo.XCMMMSGS
dbo.XCMMMULT
dbo.XCMMMULTAUDIT
dbo.XCMMNAME
dbo.XCMMNAMEA
OK
Cancel
Select All
Deselect All
Save password


Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
db1 : Database (Access 2000 file format)
Open Design New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Groups
Favorites
Create table in Design view
Create table by using wizard
Create table by entering data
dbo_XCMMNAME
Ready
NUM


Microsoft Access
File Edit View Insert Tools Window Help
Type a question for help
db1 : Database (Access 2000 file format)
Open Design New
Objects
Tables
Queries
Forms
Reports
Pages
Macros
Modules
Groups
Favorites
Create query in Design view
Create query by using wizard
Ready
NUM

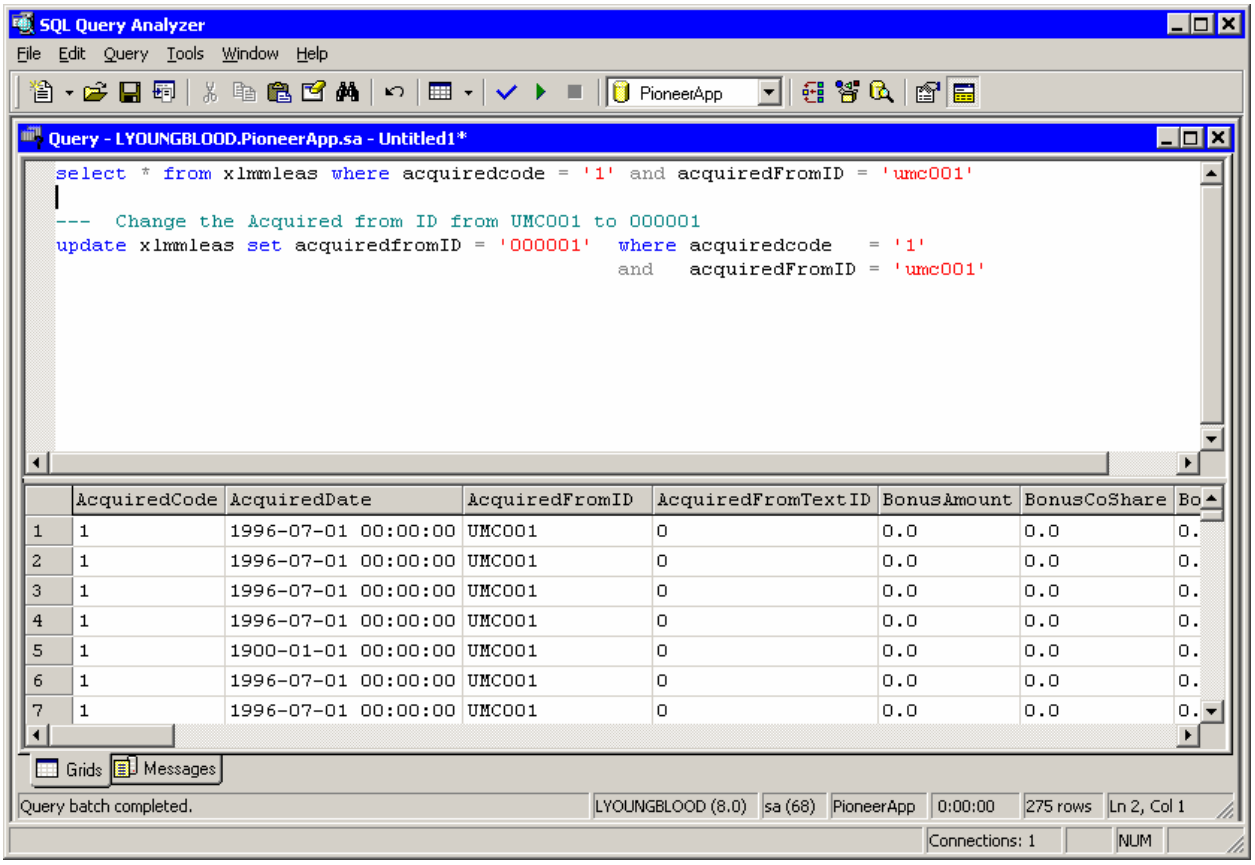

Simple Query Wizard
Which fields do you want in your query?
You can choose from more than one table or query.
Tables/Queries
Table: dbo_XCMMNAME
Available Fields:
Selected Fields:
ActiveSW
AltSequence
BankFeeAmount
BankFeeAmount2
BankFeeType
FirstName
ForeignEntitySW
InterestSW
>
>>
<
<<
Cancel
< Back
Next >
Finish


Microsoft Access
File Edit View Insert Format Records Tools Window Help
Type a question for help
db1 : Database (Access 2000 file format)
Open Design New
Objects
Tables
Queries
Forms
Reports
Pages
Create query in Design view
Create query by using wizard
dbo_XCMMNAME Query
dbo_XCMMNAME Query : Select Query
NameID LastName FirstName SuspenseCode
000004 VERN JONES AND ASSOCIATES
000115 AVEN GAS & OIL, INC.
000125 BINGHAM PETROLEUM ENGINEERIN
000130 BLACK DIAMOND
000133 GENERAL OIL COMPANY, INC.
000138 BRYAN WOODBINE GATHERING, INC
000167 CENTURY OIL COMPANY
000175 WHEELER ENERGY COMPANY
000180 WHITE AND ELLIS DRILLING, INC.
000200 CD RESOURCES CO.
000295 DREILING OIL, INC.
000390 BRUNDARDT, HOWER, WARD
000391 ALEXANDER GRANT AND COMPANY
Record: 1
Datasheet View
NUM

C. SQL – Back door fixer – very powerful….for conversions… or exporting ……

use with extreme caution…..always an extra backup before using the SQL query for any updates.

Note: The display is in grid mode and may be copied and pasted into Excel as well.



	AcquiredCode	AcquiredDate	AcquiredFromID	AcquiredFromTextID	BonusAmount	BonusCoShare	Bo
1	1	1996-07-01 00:00:00	UMC001	0	0.0	0.0	0.
2	1	1996-07-01 00:00:00	UMC001	0	0.0	0.0	0.
3	1	1996-07-01 00:00:00	UMC001	0	0.0	0.0	0.
4	1	1996-07-01 00:00:00	UMC001	0	0.0	0.0	0.
5	1	1900-01-01 00:00:00	UMC001	0	0.0	0.0	0.
6	1	1996-07-01 00:00:00	UMC001	0	0.0	0.0	0.
7	1	1996-07-01 00:00:00	UMC001	0	0.0	0.0	0.

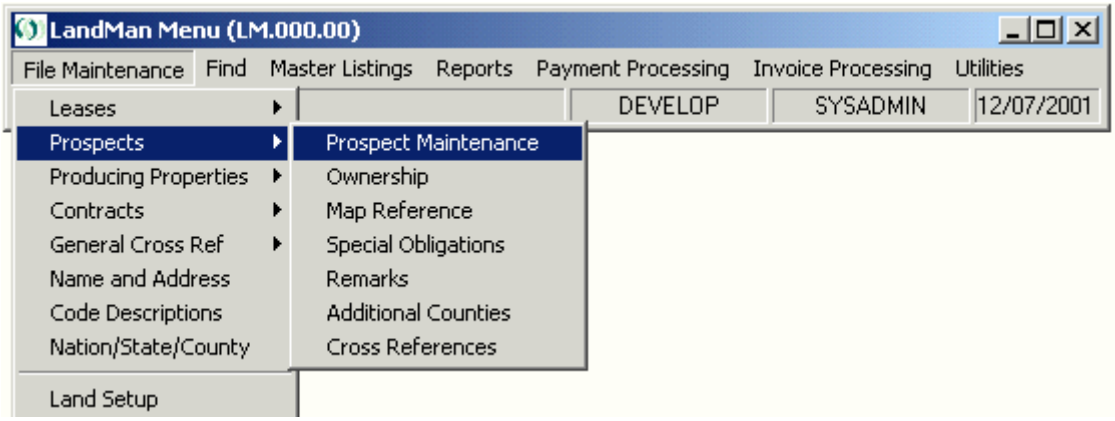
4.22 Import/Export/Purge

Requires System Administrator Database access Rights

Do not enter “ “ (ie, blank) as the drop code.

4.23 PROSPECTS

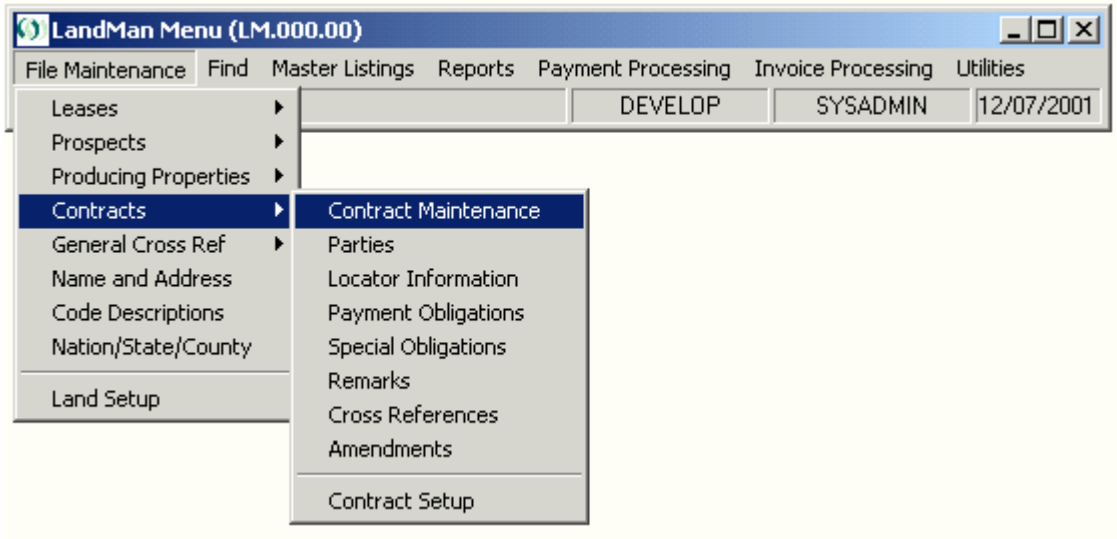
Prospect Maintenance involves several screens displayed by making the following selections:



Please refer to Sections 2.2 through 2.2.7 of the LANDMAN System User Manual for detailed instructions.

4.23 CONTRACTS

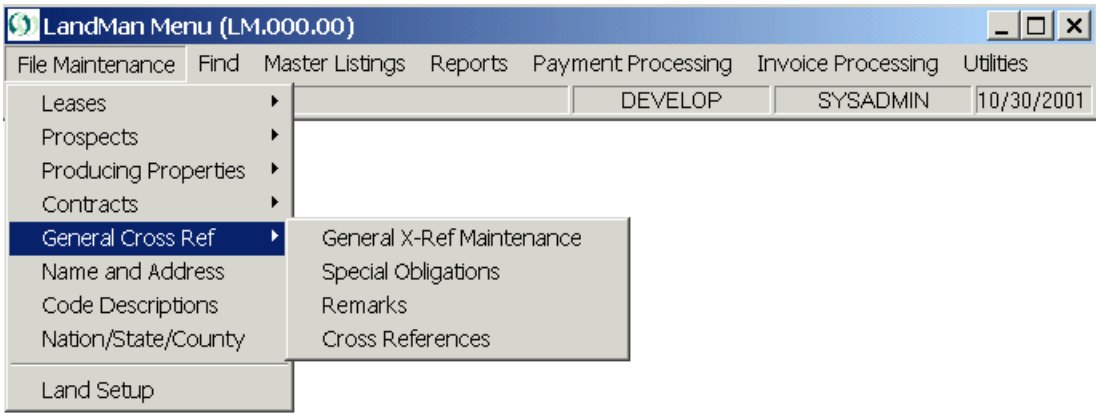
The Contracts section maintains all contract information and allows you to cross-reference agreements to leases, prospects, producing properties, or other contracts. This section can be accessed by making the following selections:



Please refer to Sections 2.4 through 2.4.8 of the LANDMAN System User Manual for detailed instructions.

4.24 GENERAL CROSS REFERENCE

The General Cross Reference allows you the option to establish cross-references for data items not covered by other portions of the system. You can select this option as follows:



Please refer to Sections 2.5 through 2.5.3 of the LANDMAN System User Manual for detailed instructions.

PAYMENT PROCESSING CHECKLIST

Month Due
Checks for _____Rentals _____ Shut-Ins _____ Other Analyst _____
Date _____

Go through this checklist as you are processing payments each time. General steps: Run the report, schedule payments, run letters (optional, and cam be done at any time), flag for payment/hold/delete, payment summary and preliminary check reports, print checks, then check register, backup and update history each month at a time. You may schedule several groups/months of payments to pay simultaneously, but **do not** try to run steps 5-9 (on the Payment Processing Menu) for multiple months at a time.

1. _____ Print Payment Projection Report for the month you are getting ready to pay.
   Enter the from/through Date on the Options Tab.
   There are 3 formats. Review each, decide which one and change this procedure.
   Give copy to Temp to pull these lease files
   Give copy to SI Analyst to review, any shut-in obligations which are coming up.
   Review and correct all errors and update as necessary.
   Errors will be found in the Event log.

2. _____Run Payment Selection for the month you wish to pay.
   Enter dates
   Enter Selection Options and
   Enter who pays option
   Run Summary or Recommendation Report.
   Display this report(s). Use VCR buttons to go forward/ back when going through fields on each screen

3. _____ Payment Review This screen organizes this report for further review and selection. It also allows you to note your recommendations for payment for your "inquiry" letter partners.

4. _____Payment Recommendation Report - Do any amount of updating you deem necessary to the individual leases (dropping leases, updating status, etc.) until you feel they are ready for processing (this can be run many times, if necessary).
   Run one last time to see that all those you want to pay are included (may just want to "Display" to compare).
   May schedule a lease, group, prospect, etc. at a time (does not have to be done for an entire month, but will usually be done by all payments due within a given month for rental or shut-ins)

5. _____**Payment Review/Update Process** - enter several times to pull up everything in the payment control. This will show you if anything remains from last month. Do not change/flag or drop those without discussing w/supervisor or Analyst who was responsible for those payments (please help keep this cleaned out-it should only have very recent payments on hold).
   Select "delete" to delete a payment from the Payment Control File.
   Check/Click "PAY", it will place them in Pay status

6. _____Run Inquiry Letters- (May be done at any time during the process-sometimes done earlier). These are done for payments made by outside parties or partners who may have a say in a delay rental payment. Do not need to run if all payments are paid by us. See Land DOI owner check boxes.

7. ____**Print Payment Summary** to ensure the payments you want to make are included. This will show a simple list, easy to review in overview and the Cost Centers the payments will be booked.

.

8. ____ Rerun Payment Summary if you changed anything in Payment R/U.

9. _____Preliminary Check Report- Click Print Preview to review all, unless you are specifically printing only a particular type payment (when processing shut-ins for example), and the month you want. Scan for problems (it will flash you when there are errors, but if only one or two, you may want to note from the "Display", rather than going through the full "print" process. Otherwise, print, and utilize the printed report for your file, so you may take notes when you go through to correct the problems for future reference). Check all payment associated fields for errors. Upon obtaining a clean report, print a final copy for the notebook.. If there are errors, correct, then re-schedule payment, and go through Steps 1 through 8 as required. If a payment needs to be deleted, click "delete" in the Payment/Review Update step on that lease.

10. ____Get number of checks as reflected a the bottom of Check List (be sure to initial check log and show number of checks taken-must include voided checks on the log for tracking purposes). If checks are printed directly from the printer, be sure to reverse-collate them prior to placing in the printer(may not have to do this).

11. ____Print Checks.. Again, specify payment type, or "All", then the month and the Report date you want to appear on the checks **(this sh**ould **correspond with the day the checks are to be** mailed). Enter then the beginning check number (double-check the beginning check #)

12. ___ Print Preview

13. ____SEND E-MAIL TO GET I"EOPLE OFF THE PRINTER IF PRINTING DIRECTLY ONTO THE CHECKS. (This is only necessary if printing actual checks from the printer). Usually, we will print onto white paper and copy onto tile check stock.

14.____ Press **PRINT.** (When it says it is not set up with 10.5, etc., settings, enter through this by pressing "Y").

15.____IF PRINTING DIRECTLY ONTO CHECKSTOCK ONLY- Go directly to printer to see that the first check number is correct. Then, follow the numbers on the back to see that they are running in succession. If anything happens, press the OFF LINE button IMMEDIATELY to conserve checks. When it stops, check the bin to ensure there are no remaining checks. (If printing onto plain paper, this is unnecessary).

16. ____ Print Labels

PLEASE NOTE- May also exp<X1 into Word or WordPerfect to print on laser labels. Each person's computer seems to work differently, so consult manager.

17. ____ Obtain signature(s), and send copies to _____ in Accounting immediately (this is essential for "positive pay" procedure-DO NOT SEND OUT CHECKS WITHOUT DOING THIS!!!).
Send an e-mail to her at the same time, showing which checks are coming through the courier).

18. ___Make additional set of copies for our check control file (next to checks and check log)

Copy onto green (our control copy), pink (payee's copy) and white (accounting's copy).

Copies go to accounting as follows:
-One copy of everything to _____, who enters the positive pay entries for every check (with purple cover sheet reflecting which checks), those below each have a cover sheet
-If chargeable to a well (including shut-ins), send to _____ (yellow coversheet)
-Recoupable rentals, payable to MMS, go to _____ (green coversheet)

-Recoupable rentals, payable to individuals, go to _____ (blue coversheet)
-Undeveloped rentals go to _____ (gold coversheet)

19. ____ Certify according to departmental guidelines.
Rentals- If large payment, undeveloped or terminable leases to the MMS -see guidelines
Shut-ins- Above $25 or outside of Oklahoma (others?)

21. ____Print Check Register for file

Backup Payment files whe1 all checks are finalized and tendered (_____ IT will do this step at this time):

22. ____Check Update writes information into the lease file Payment History table and screen

23. ____Print Payment History Report to ensure they all posted correctly and or spot check a couple of leases on the lease payment history screen.

24. ____Print the Invoice Report.

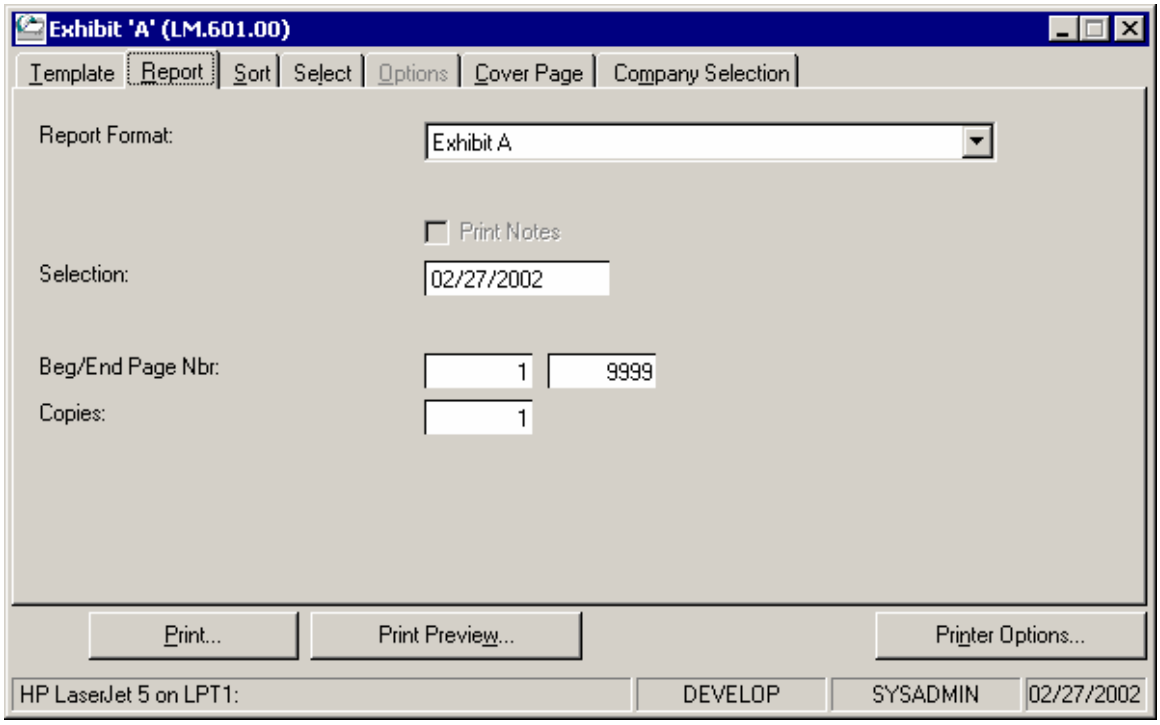
Notes:

x: \Procedures \PayProcessChecklist

5.0 E. REPORTS

- Lease Data Sheet
- Prospect Data Sheet Inquiry
- Producing Property Inquiry
- Contract Summary Inquiry
- General X-Ref. Inquiry
- Division Of Interest Inquiry
- Name & Address Inquiry
- Code Description List
- Location List Inquiry
- Lease Cross-Reference

Please see the Land Management Report Assistant Manual.



Any screen that has the word "Selection" next to the date has a screen more similar to Petrocomp standard rather than Microsoft standard(Solomon)

See next page

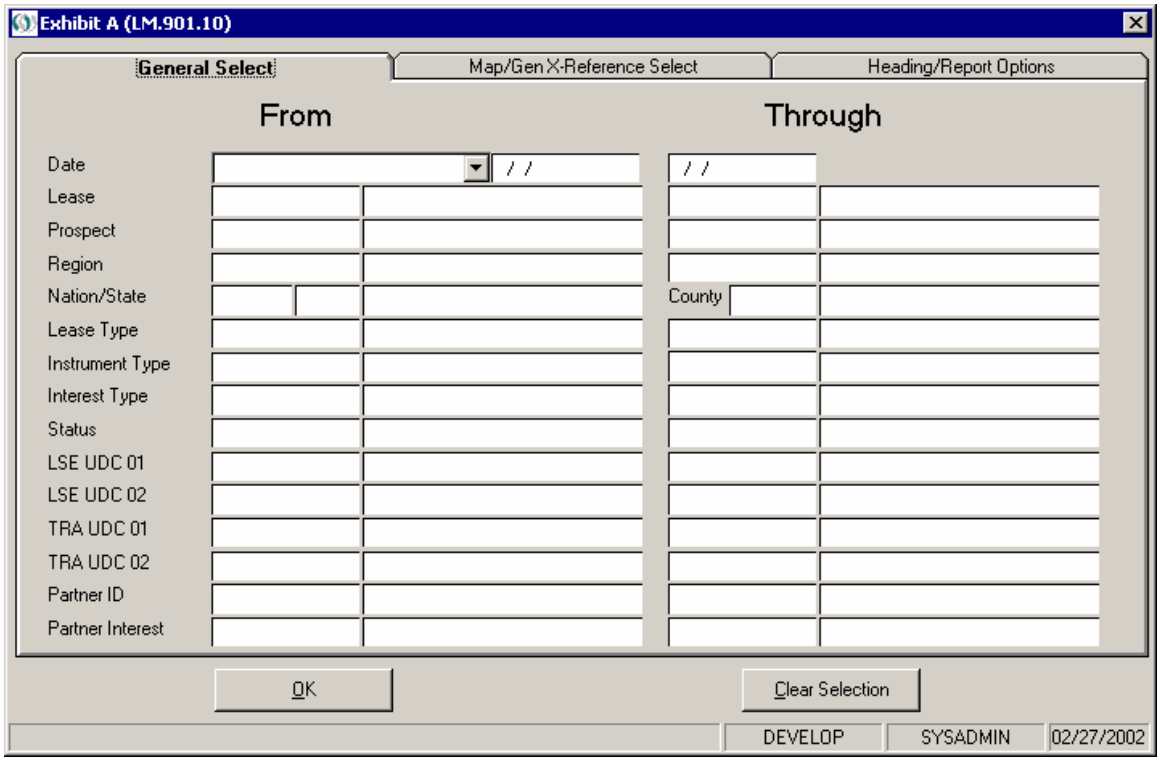


Exhibit A (LM.901.10)
General Select
Map/Gen X-Reference Select
Heading/Report Options
From
Through
Date
Lease
Prospect
Region
Nation/State
County
Lease Type
Instrument Type
Interest Type
Status
LSE UDC 01
LSE UDC 02
TRA UDC 01
TRA UDC 02
Partner ID
Partner Interest
OK
Clear Selection
DEVELOP
SYSADMIN
02/27/2002

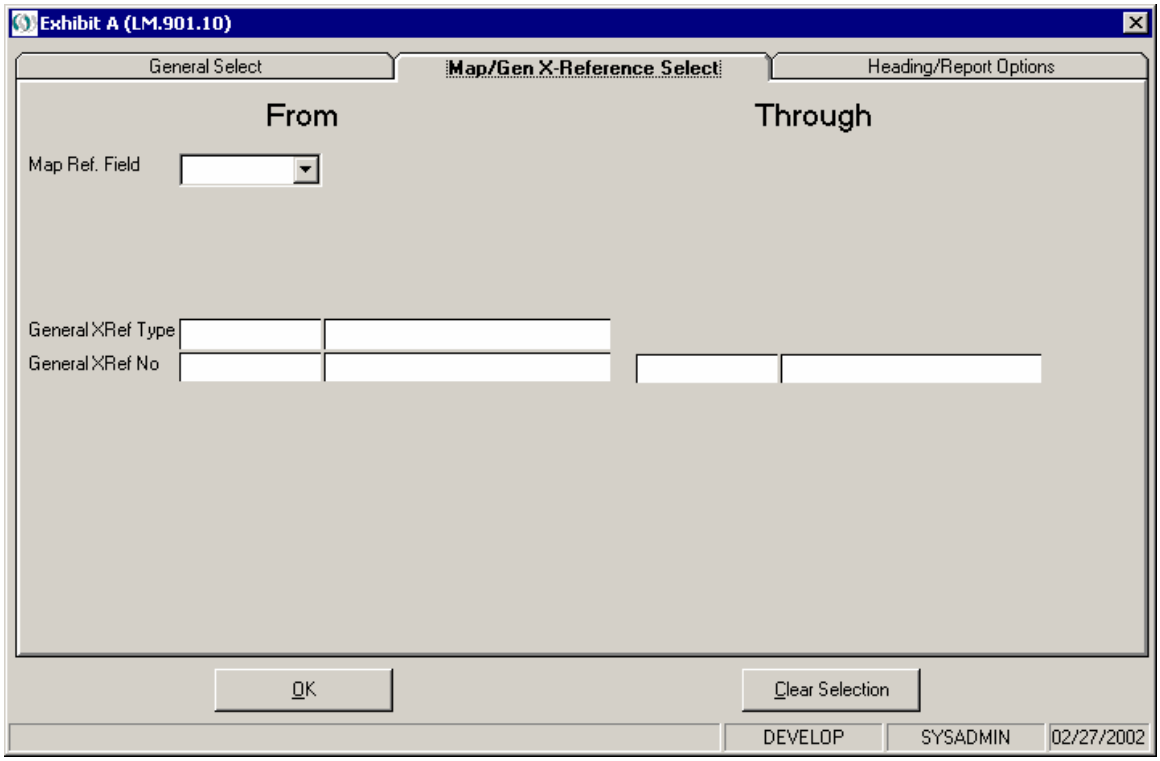


Exhibit A (LM.901.10)
General Select
Map/Gen X-Reference Select
Heading/Report Options
From
Through
Map Ref. Field
General XRef Type
General XRef No
OK
Clear Selection
DEVELOP
SYSADMIN
02/27/2002

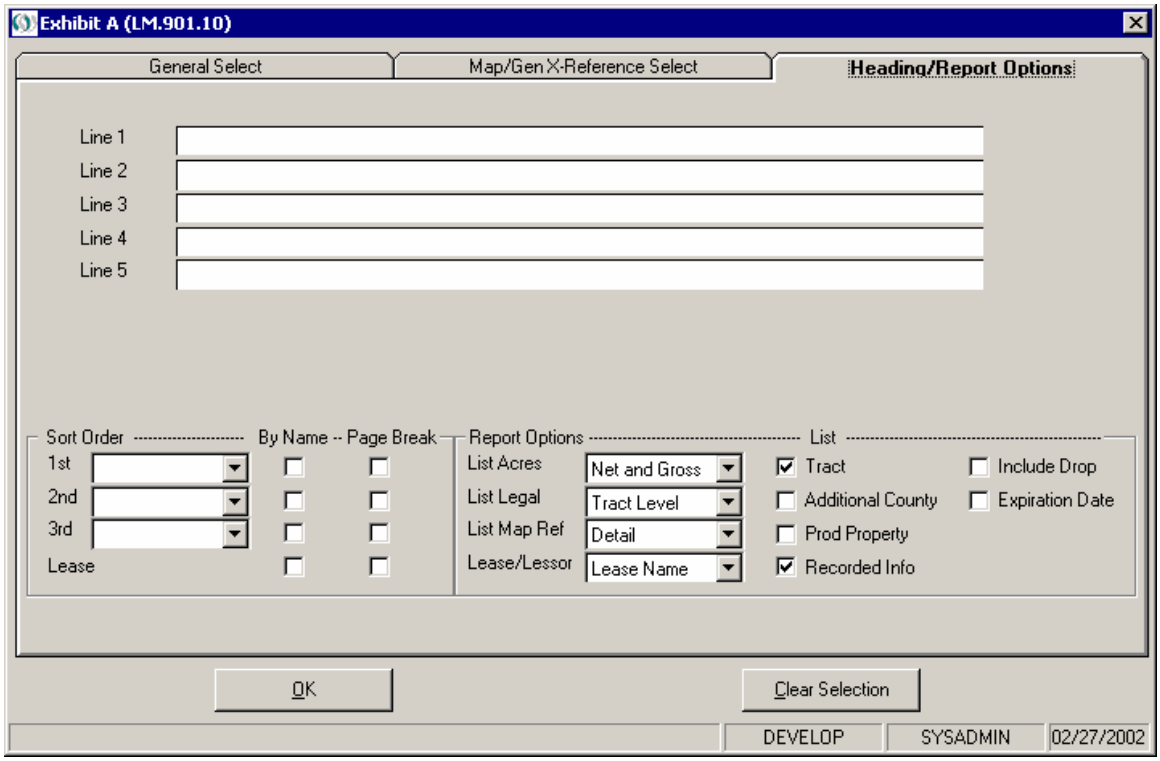
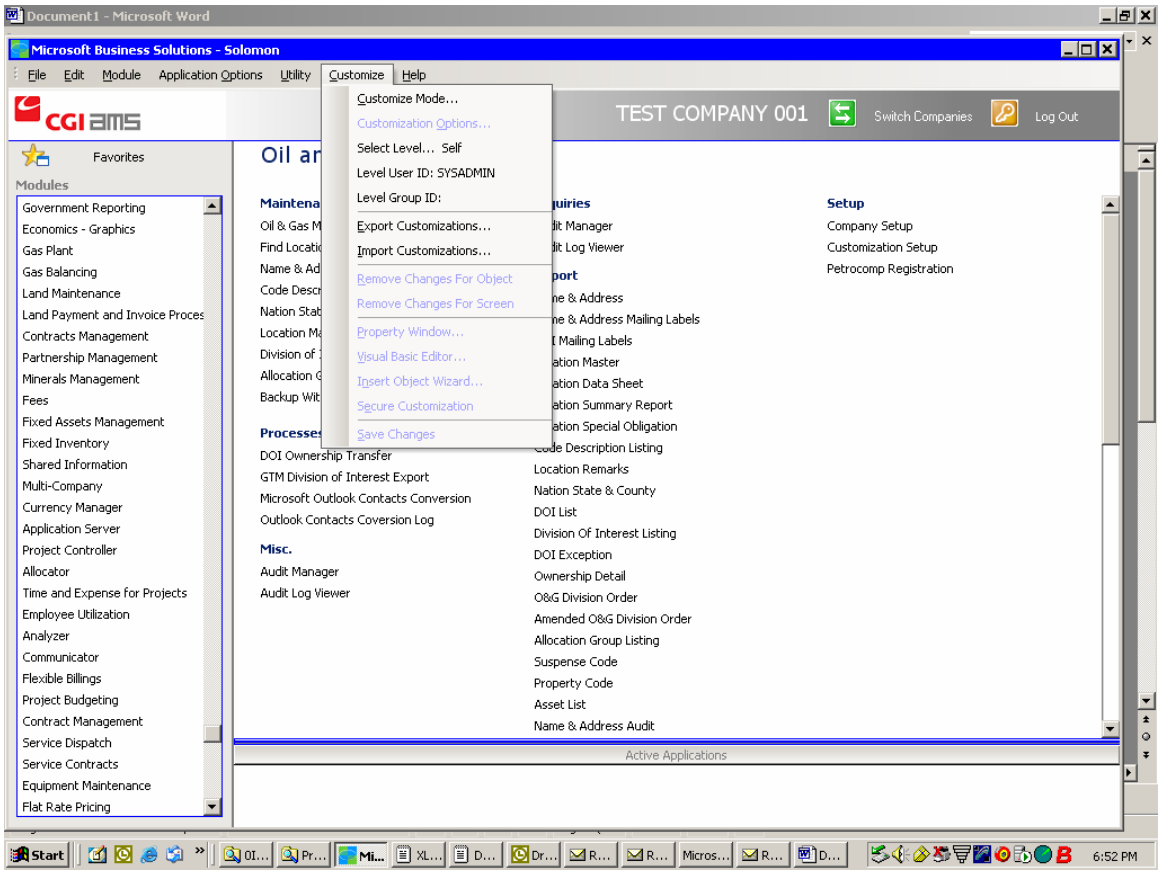


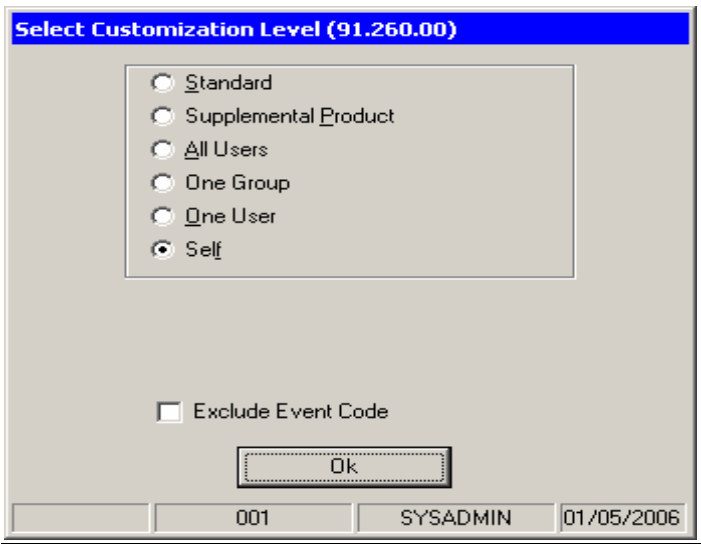
Exhibit A (LM.901.10)
General Select
Map/Gen X-Reference Select
Heading/Report Options
Line 1
Line 2
Line 3
Line 4
Line 5
Sort Order
By Name
Page Break
1st
2nd
3rd
Lease
Report Options
List Acres
Net and Gross
List Legal
Tract Level
List Map Ref
Detail
Lease/Lessor
Lease Name
List
Tract
Additional County
Prod Property
Recorded Info
Include Drop
Expiration Date
OK
Clear Selection
DEVELOP
SYSADMIN
02/27/2002

5.1 **Defaults with Customization**

Often it is very convenient to set user or company defaults

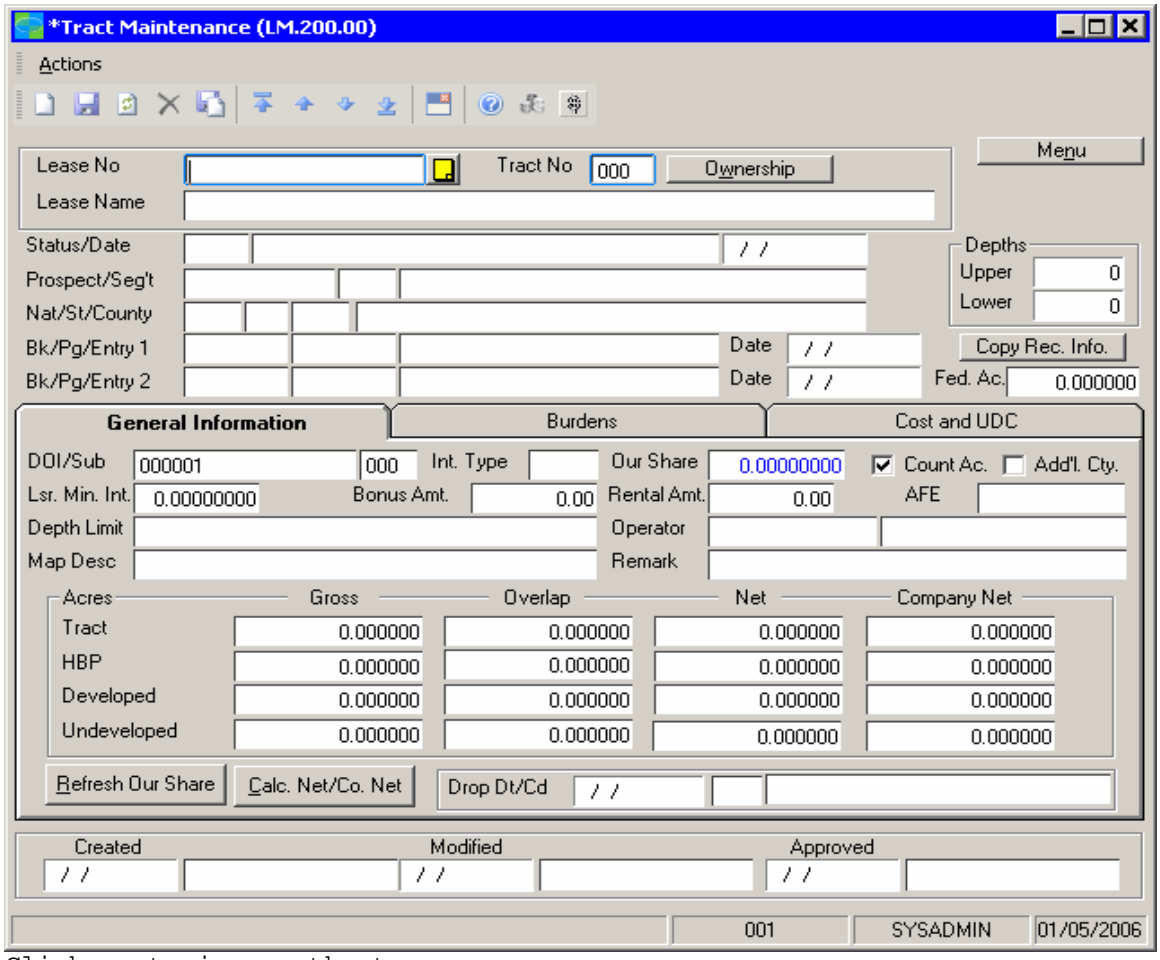
`Customize on top menu, Click customize mode, Note "Select Level" is "Self",`



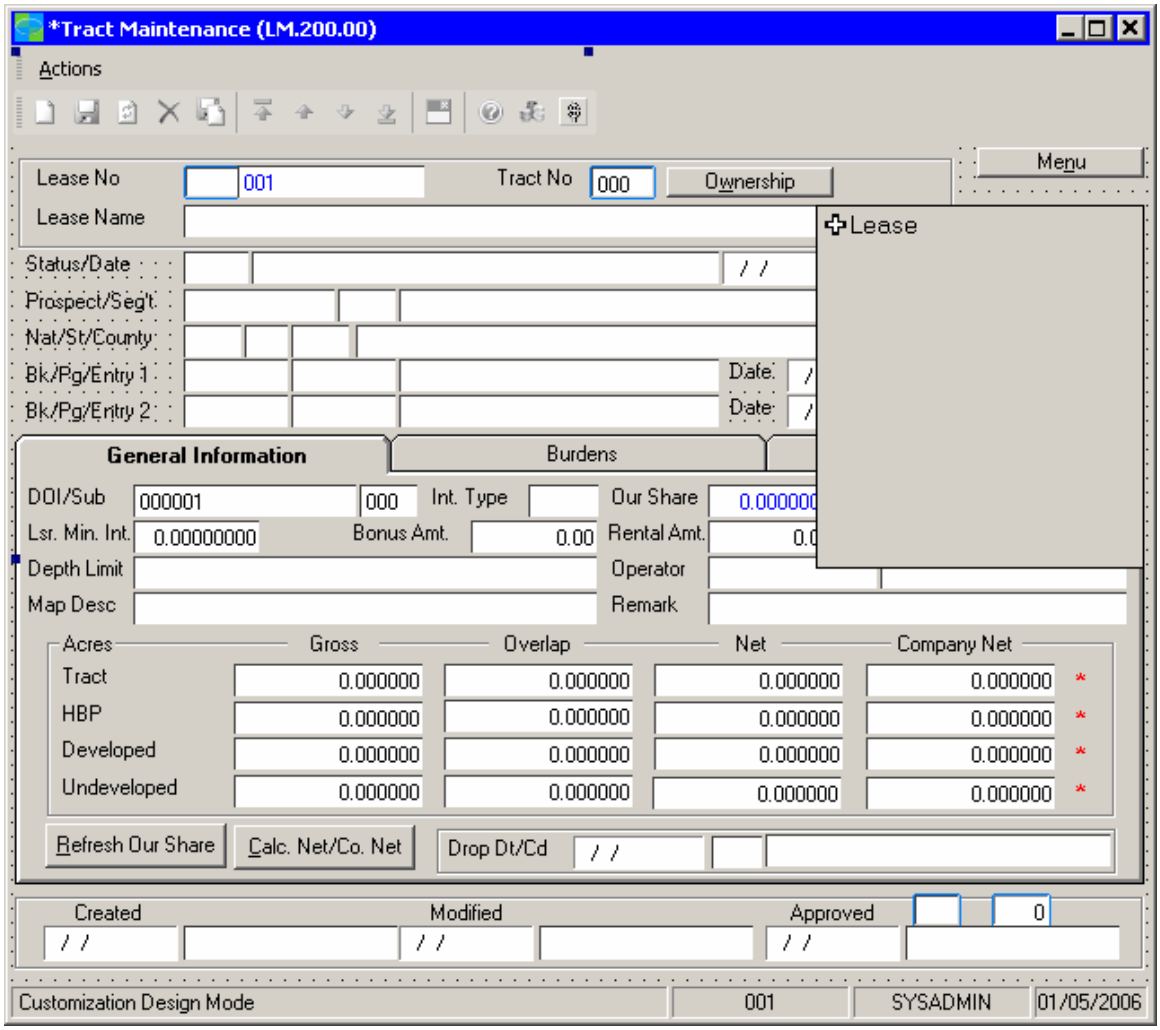


Click the level you want to customize, then open the screen you wish to customize.

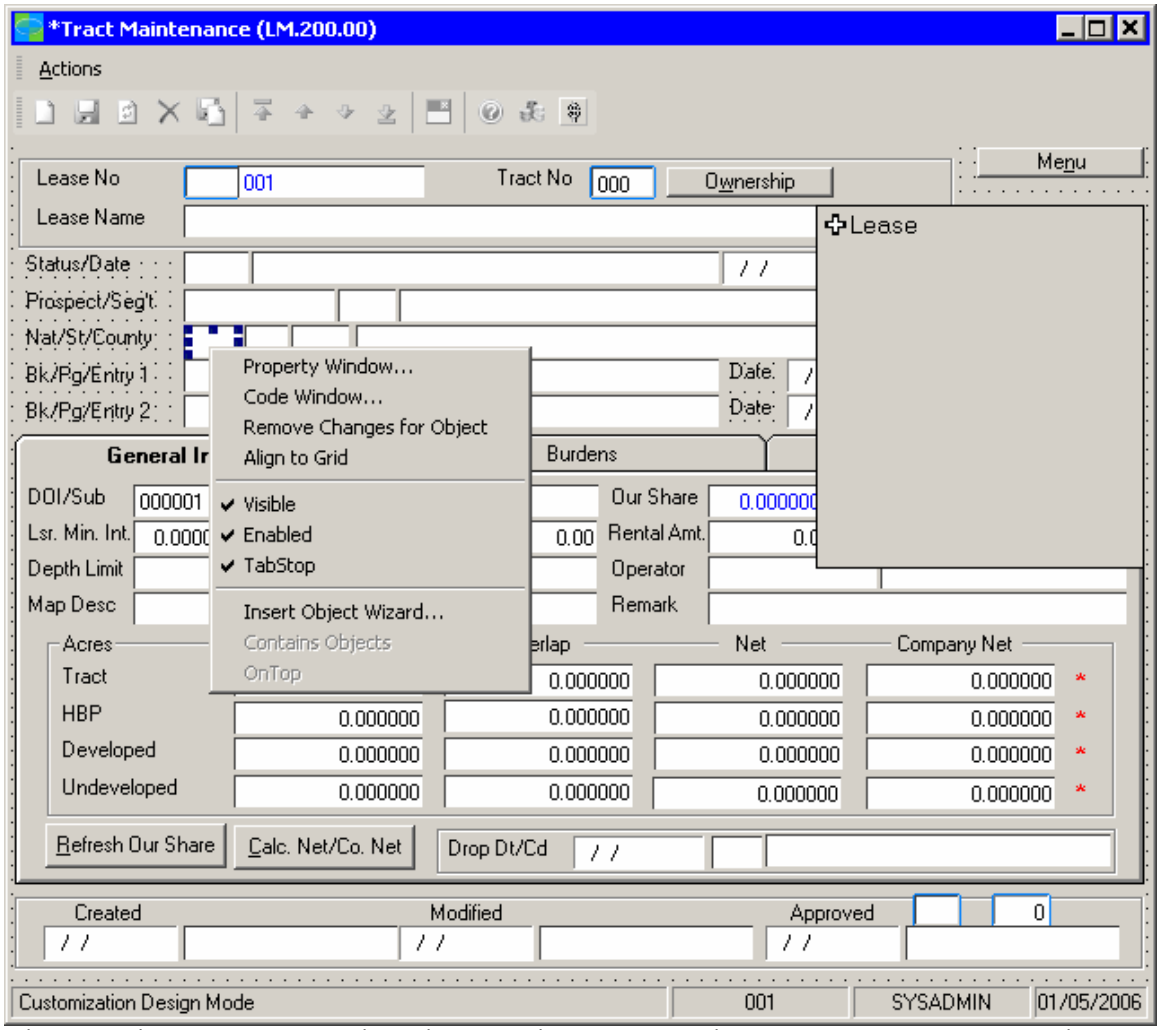
Nation/ state and county on the tract screen



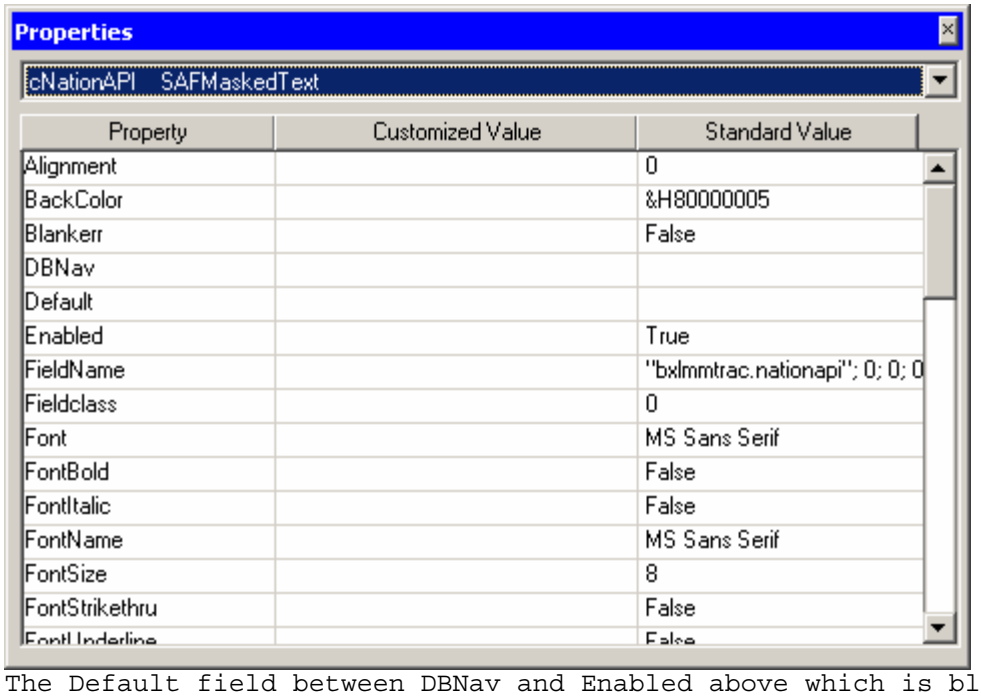
Click customize on the top menu.



This is what the tract screen will look like when you are in "Customize" mode.

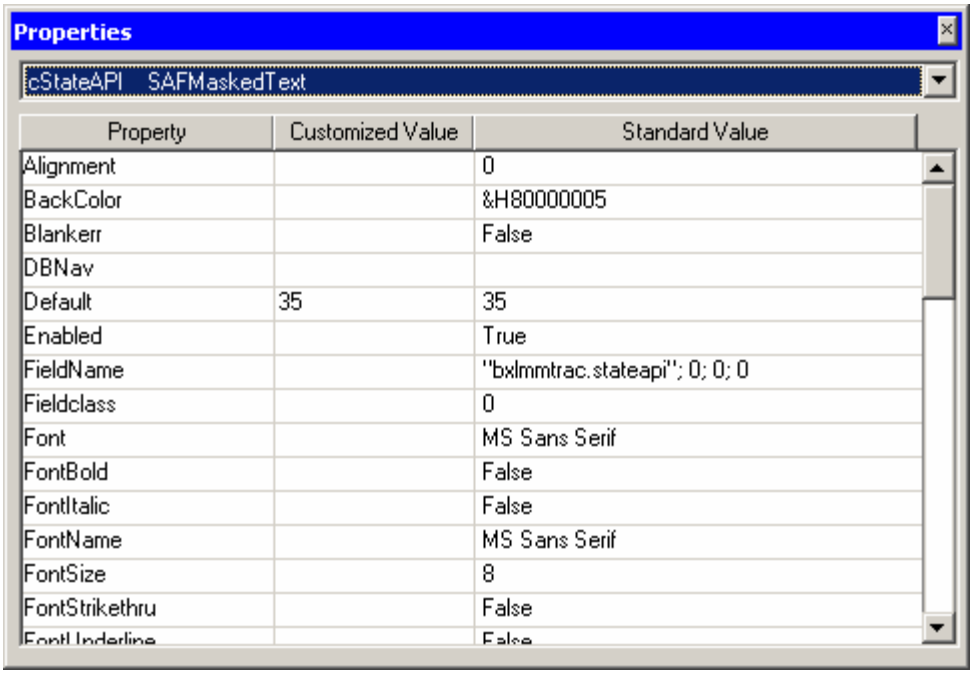


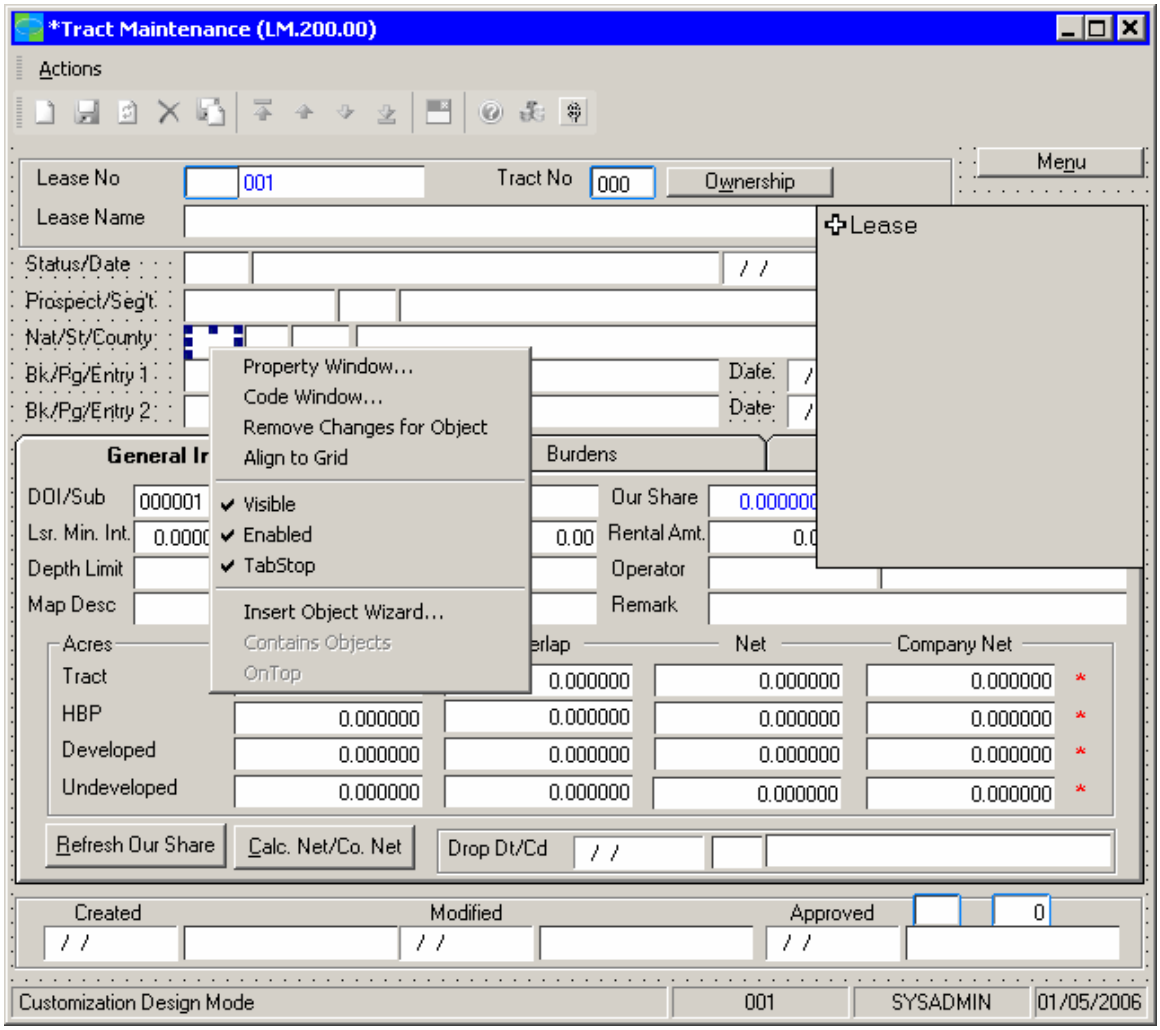
Right Click on the Nation input field and click on the "Property Window"…



The Default field between DBNav and Enabled above which is blank, set "customized value " equal to "001"
Right click on state and set "customized value " to "35"
If all in one county, set "customized value " county equal to "xxx" like 135,

Note: also 'Blankerr", is set to "False", change this to "True" if you wish this field to be required….ie, If "blank, then this is an error".



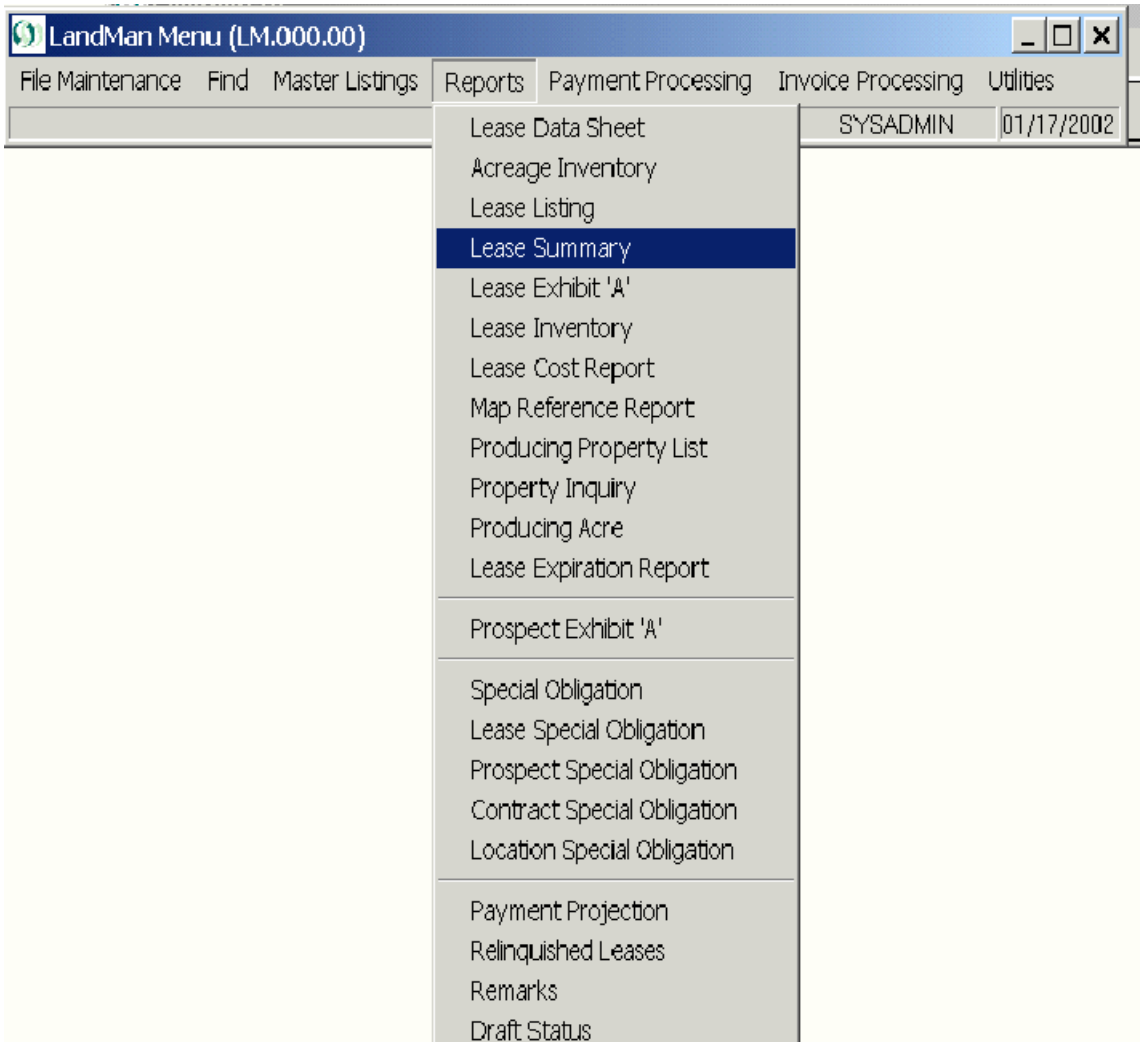


Note also the check marks, you may check off the "tab stop" if you want the cursor flow to skip a field.

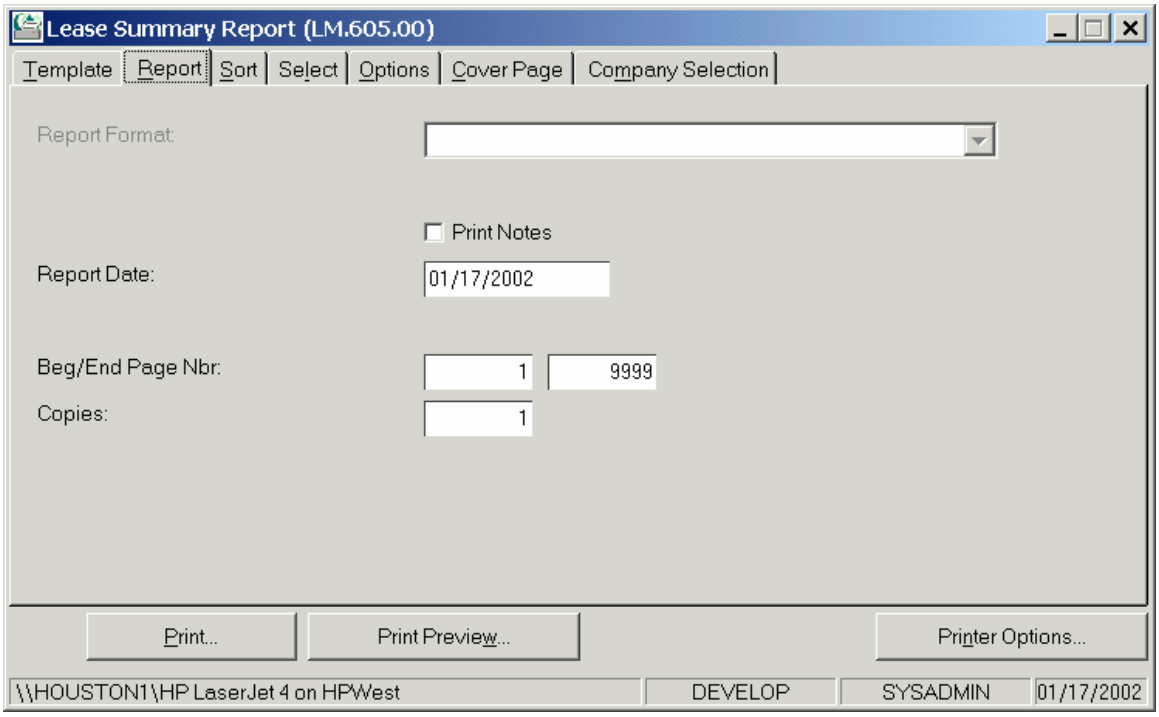
5.2 **Chain of Title Report**

CHAIN OF TITLE REPORT

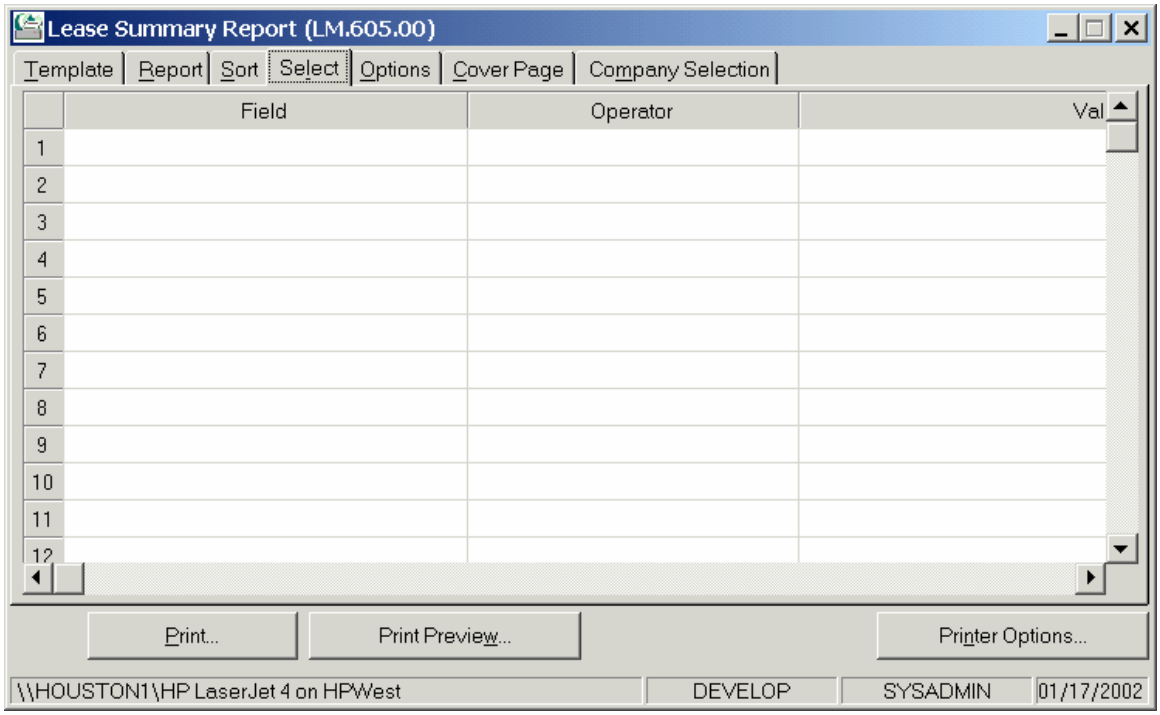
On the LANDMAN Menu select the Report Module, then Lease Summary.



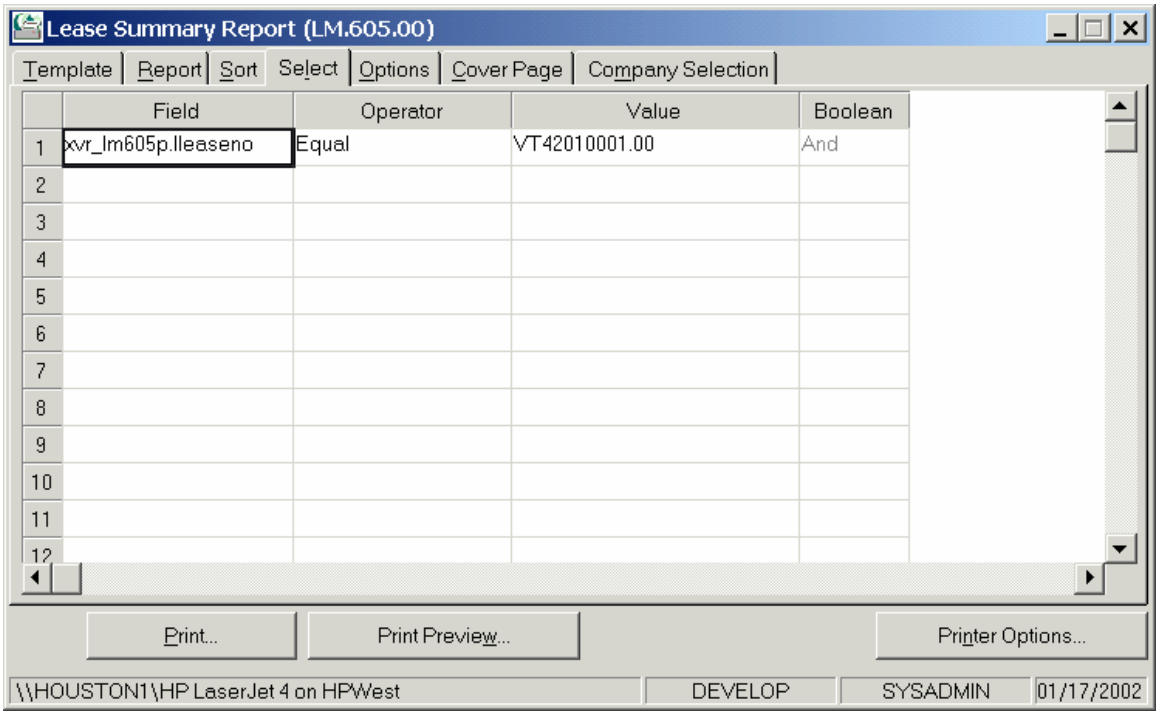
The following screen will appear:



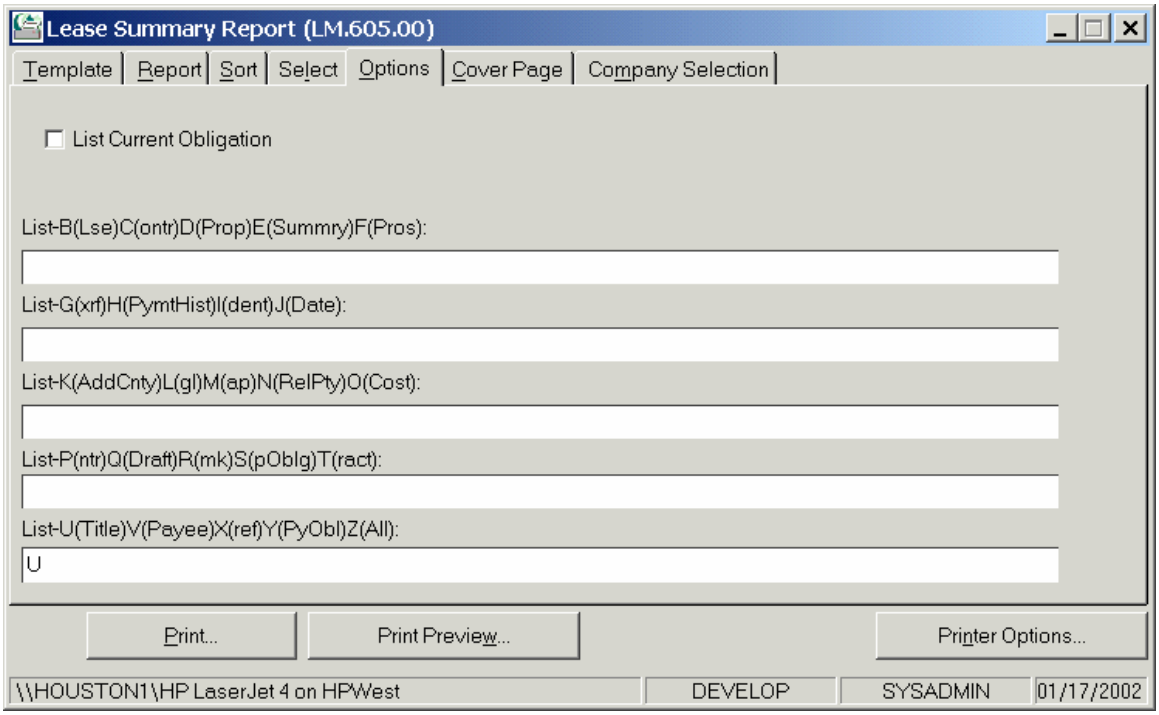
Click on the "Select" Tab for the following screen:



- Using the <**F3**> table lookup feature under Field select "**xvr_lm605p.lleaseno**" as shown below.
- Using the <**F3**> table lookup feature under Operator select "**Equal**" as shown below if you electing to print only one lease. You may use the "Greater than" and "Less than or equal to" to select a range. *Refer to the LANDMAN Report Assistant Manual for assistance in setting values.*
- Type in the lease number you wish to print. You may not use the <**F3**> table lookup feature in the Value field.



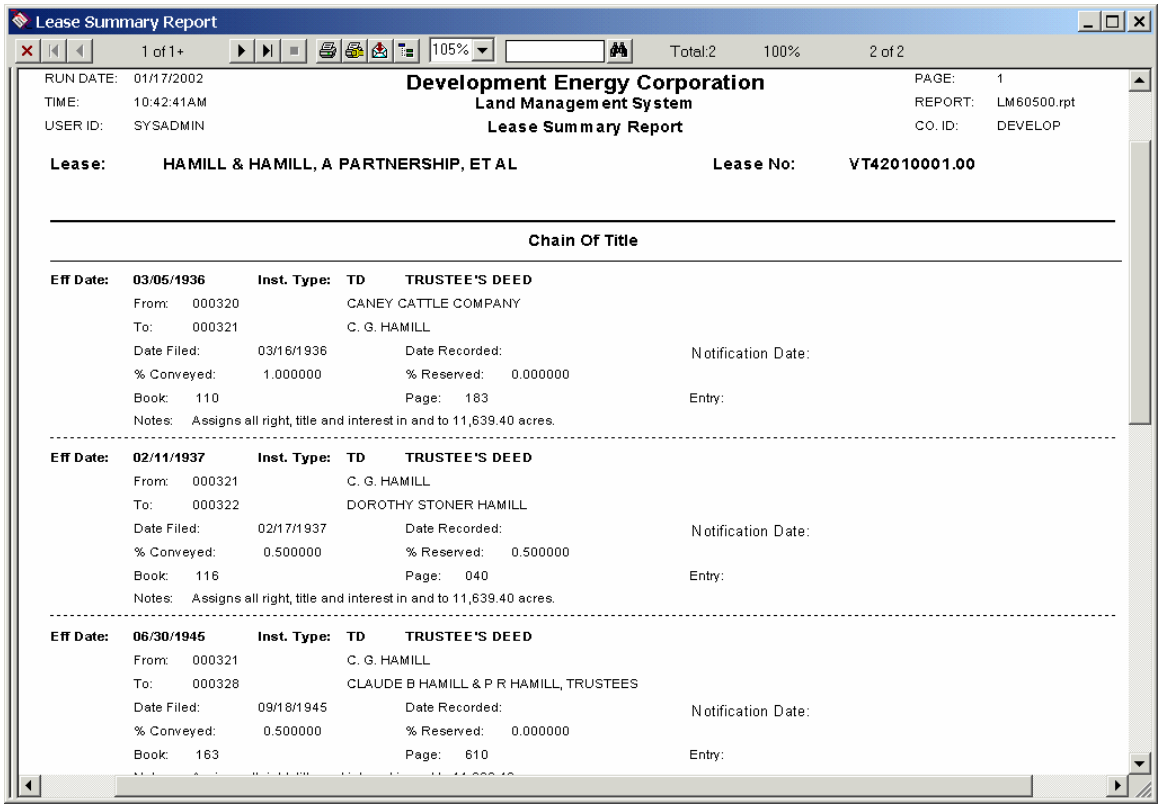
Next select the "Options" tab Options. On the Options tab, on the bottom "List" line type in "**U**" to select the title information for your lease.



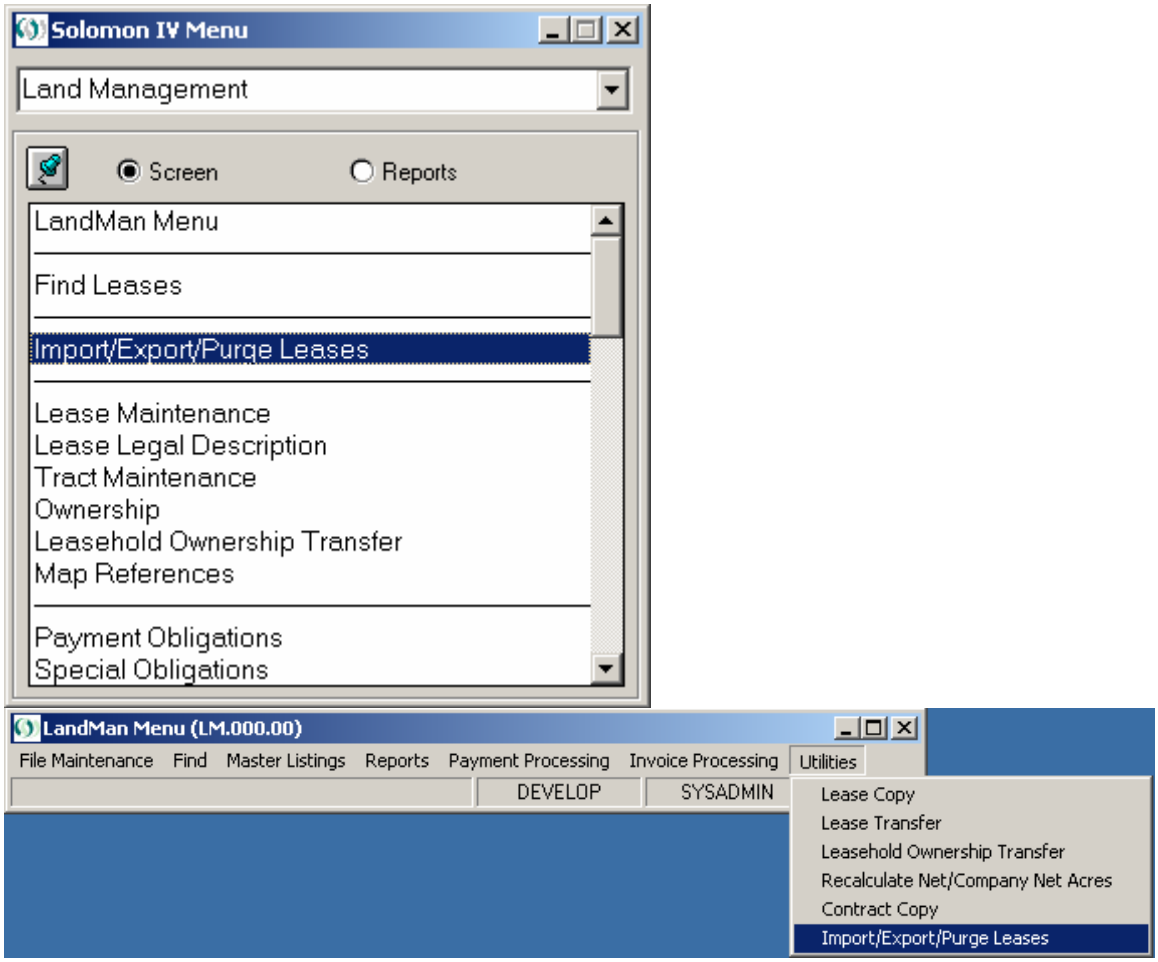
Select "Print Preview"

.

The Chain of Title report will appear in the following format:


Lease Summary Report
1 of 1+
105%
Total:2
100%
2 of 2
RUN DATE: 01/17/2002
TIME: 10:42:41AM
USER ID: SYSADMIN
Development Energy Corporation
Land Management System
Lease Summary Report
PAGE: 1
REPORT: LM60500.rpt
CO. ID: DEVELOP
Lease: HAMILL & HAMILL, A PARTNERSHIP, ET AL
Lease No: VT42010001.00
Chain Of Title
Eff Date: 03/05/1936 Inst. Type: TD TRUSTEE'S DEED
From: 000320 CANEY CATTLE COMPANY
To: 000321 C. G. HAMILL
Date Filed: 03/16/1936 Date Recorded: Notification Date:
% Conveyed: 1.000000 % Reserved: 0.000000
Book: 110 Page: 183 Entry:
Notes: Assigns all right, title and interest in and to 11,639.40 acres.
Eff Date: 02/11/1937 Inst. Type: TD TRUSTEE'S DEED
From: 000321 C. G. HAMILL
To: 000322 DOROTHY STONER HAMILL
Date Filed: 02/17/1937 Date Recorded: Notification Date:
% Conveyed: 0.500000 % Reserved: 0.500000
Book: 116 Page: 040 Entry:
Notes: Assigns all right, title and interest in and to 11,639.40 acres.
Eff Date: 06/30/1945 Inst. Type: TD TRUSTEE'S DEED
From: 000321 C. G. HAMILL
To: 000328 CLAUDE B HAMILL & P R HAMILL, TRUSTEES
Date Filed: 09/18/1945 Date Recorded: Notification Date:
% Conveyed: 0.500000 % Reserved: 0.000000
Book: 163 Page: 610 Entry:

5.3 **Import Export Purge**



Assumptions:

1) The lease tables should exist in the database you are importing/exporting into/from.
2) OS should be Windows NT or Windows 2000 (Not Windows 95).

There are three choices to import/export.

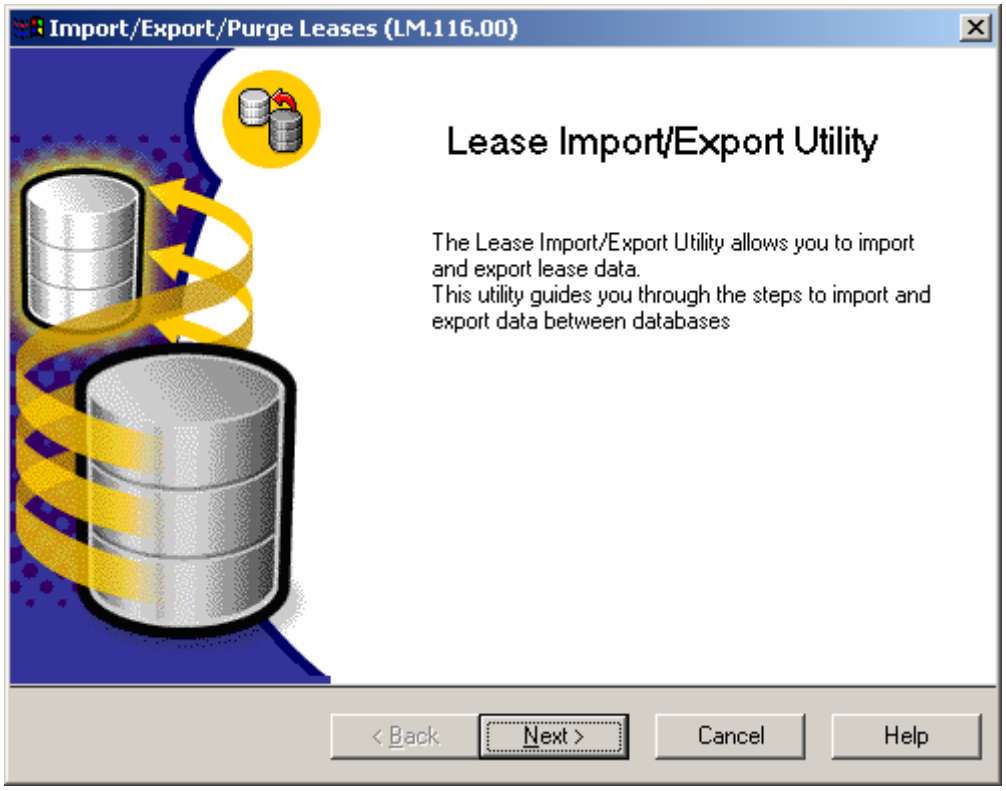
Case 1) Microsoft SQL Server → Text File

Case 2) Text File → Microsoft SQL Server

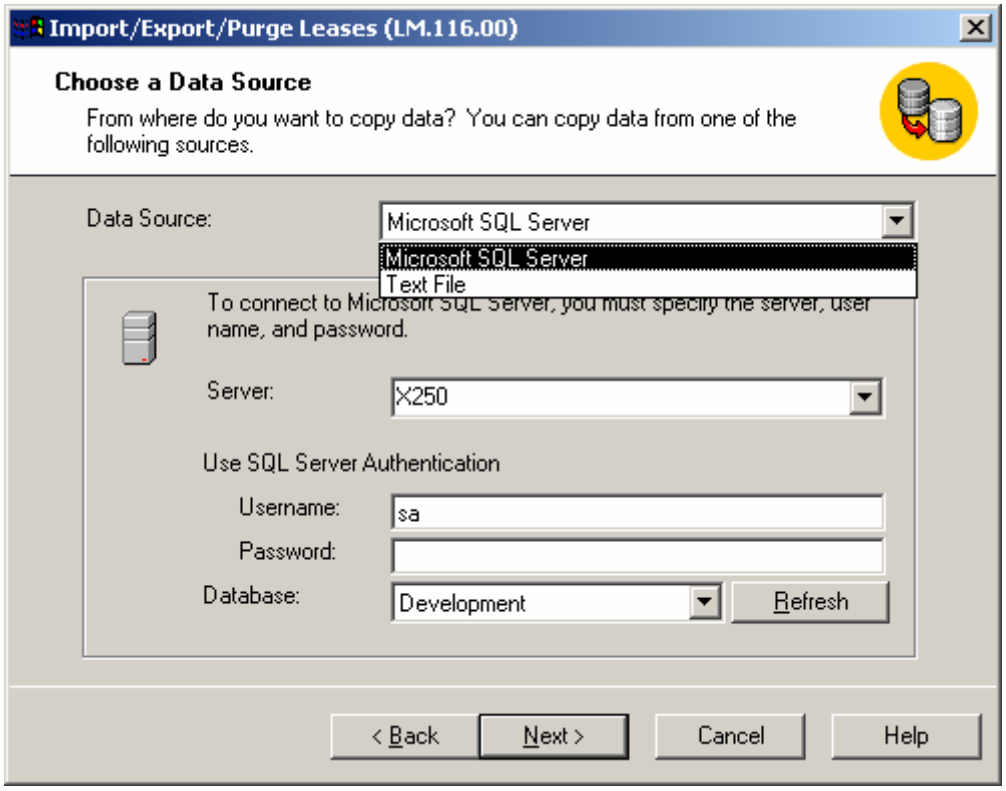
Case 3) Microsoft SQL Server → Microsoft SQL Server (This feature is not working yet. I am planning to continue to work on it.)

Let's talk about Case 1).

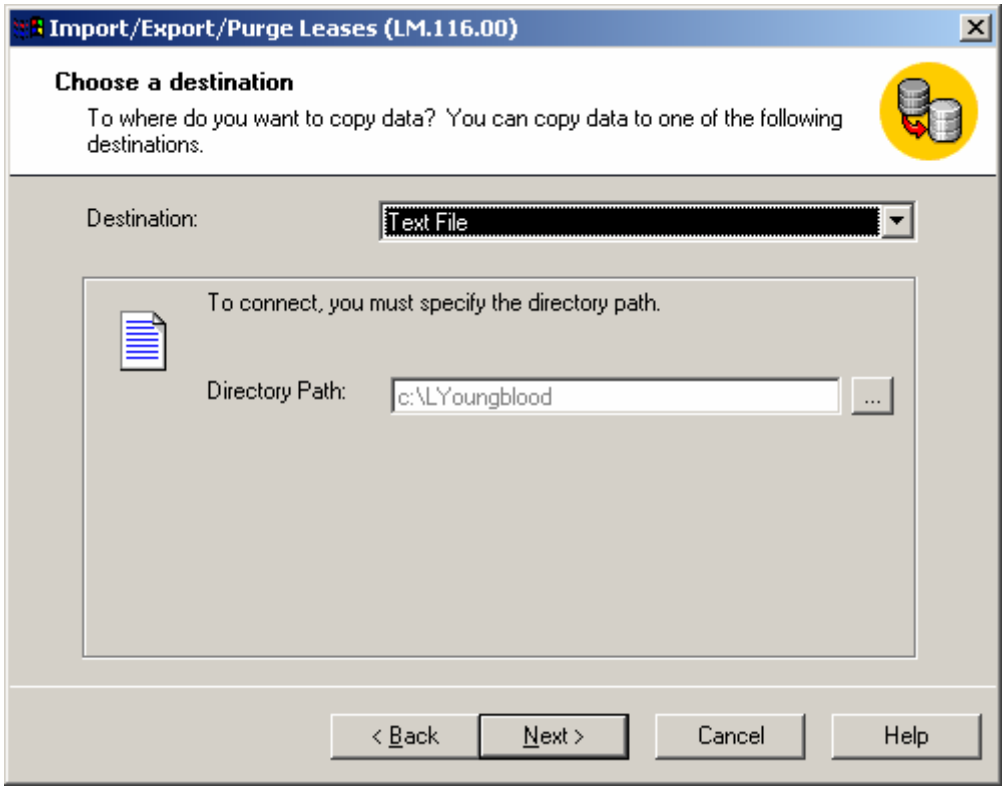
First of all, you setup the directory to store all text files which this Utility will create. And then follow the steps to finish.


Import/Export/Purge Leases (LM.116.00)
Lease Import/Export Utility
The Lease Import/Export Utility allows you to import and export lease data.
This utility guides you through the steps to import and export data between databases
< Back
Next >
Cancel
Help

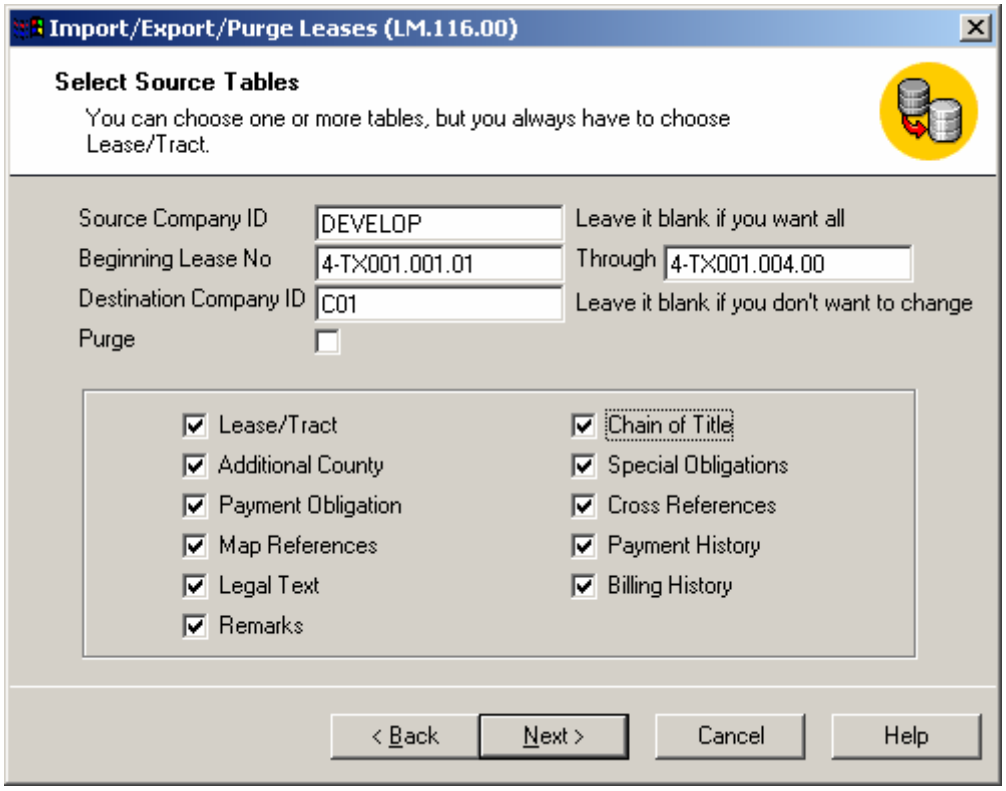
Click next



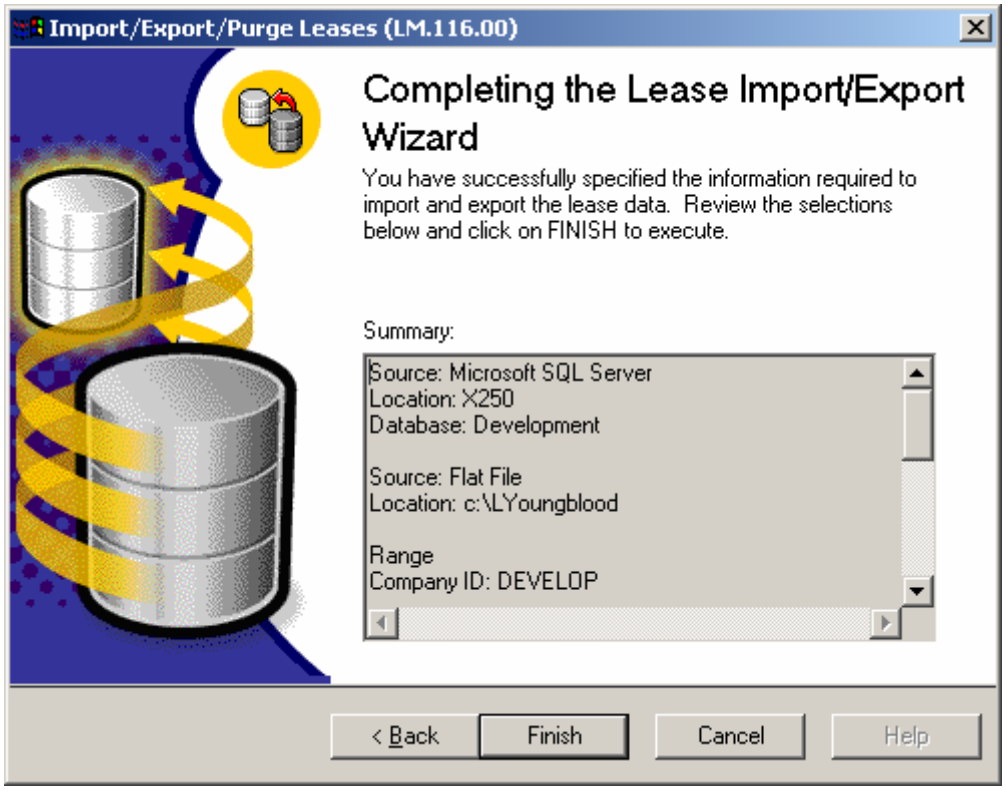
Fill out the above and click next



select Text file and enter path name. Click Next



Enter source company , range of leases, destination company and select the lease screens to export. (Daejin – need to have an "all" check box) and click NEXT

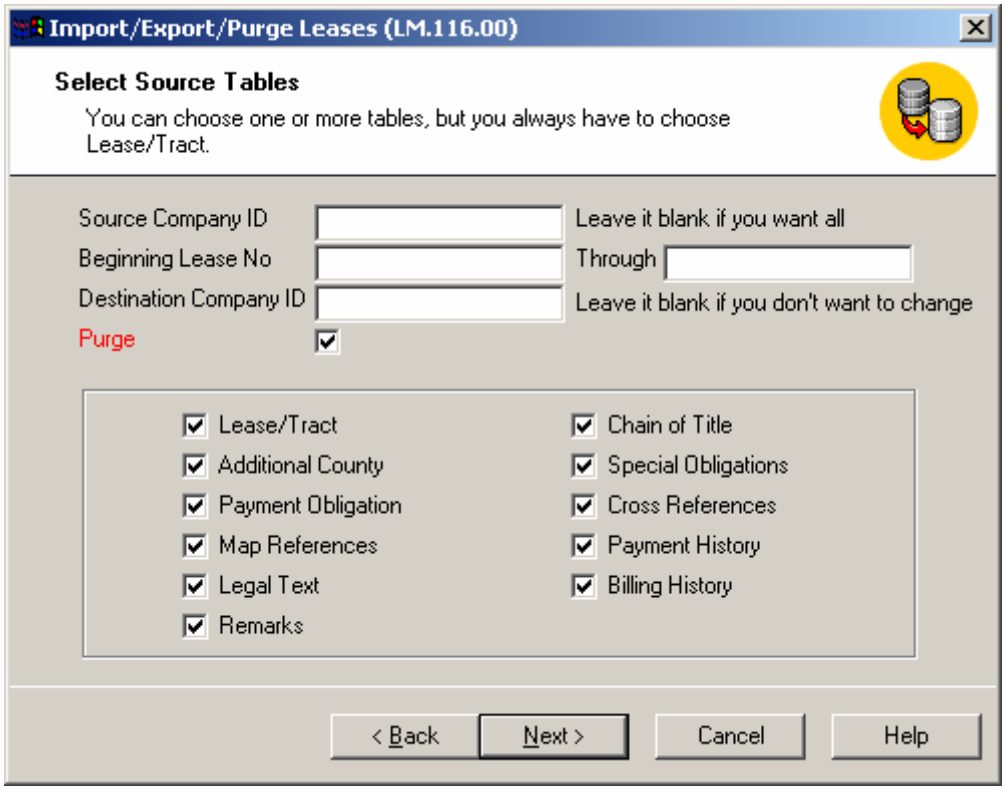


When you click Finish, the leases will be exported.

To bring the leases back into to another database , the flow works the same way.

Case 2) Choose the directory where you saved the text files, and then follow the steps.

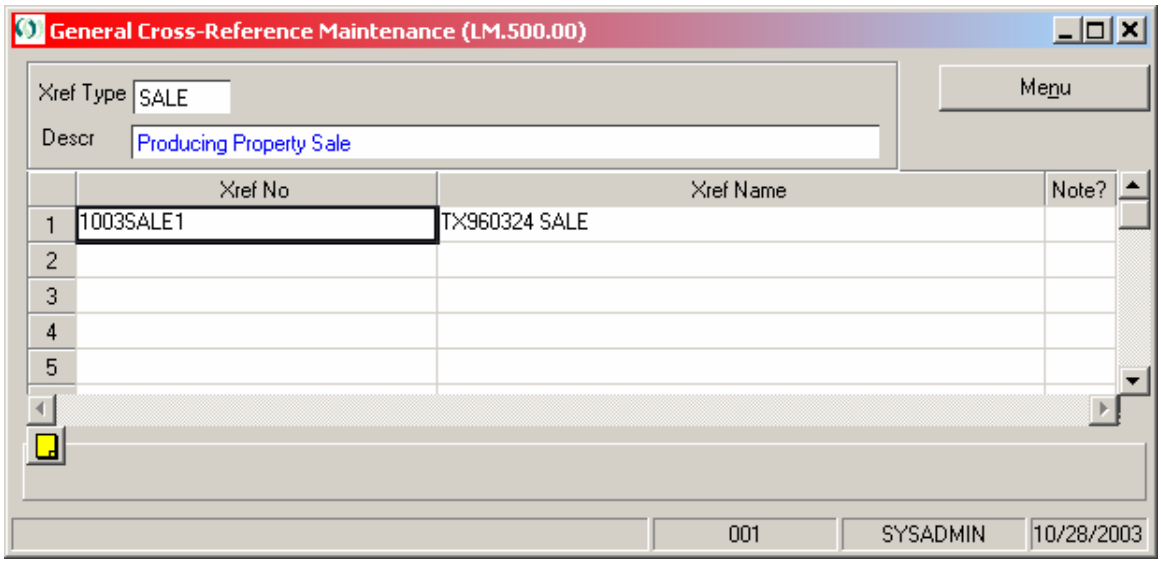
If you want to purge the source database, check the checkbox like below.

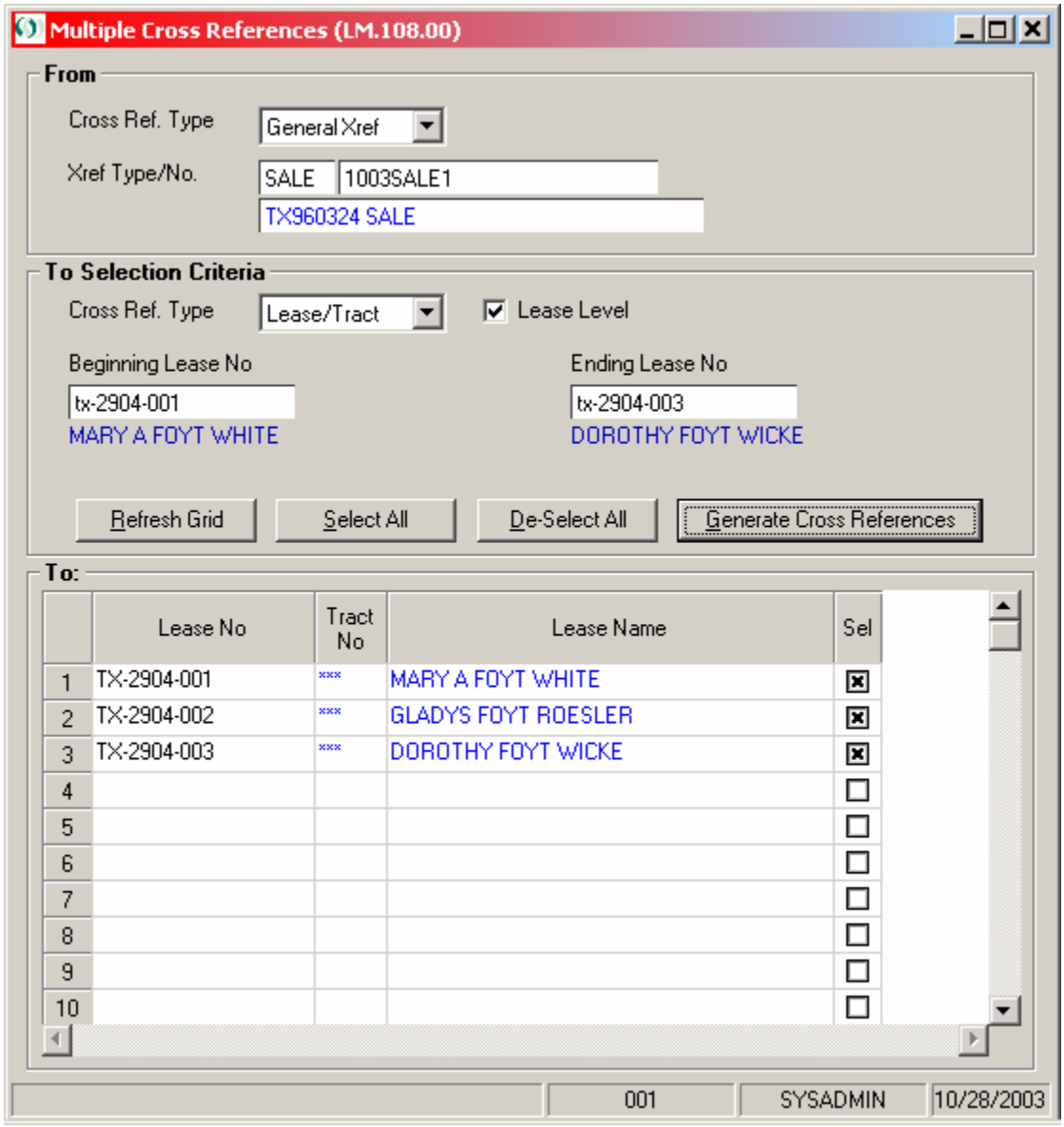

Import/Export/Purge Leases (LM.116.00)
Select Source Tables
You can choose one or more tables, but you always have to choose Lease/Tract.
Source Company ID
Leave it blank if you want all
Beginning Lease No
Through
Destination Company ID
Leave it blank if you don't want to change
Purge
Lease/Tract
Additional County
Payment Obligation
Map References
Legal Text
Remarks
Chain of Title
Special Obligations
Cross References
Payment History
Billing History
< Back
Next >
Cancel
Help

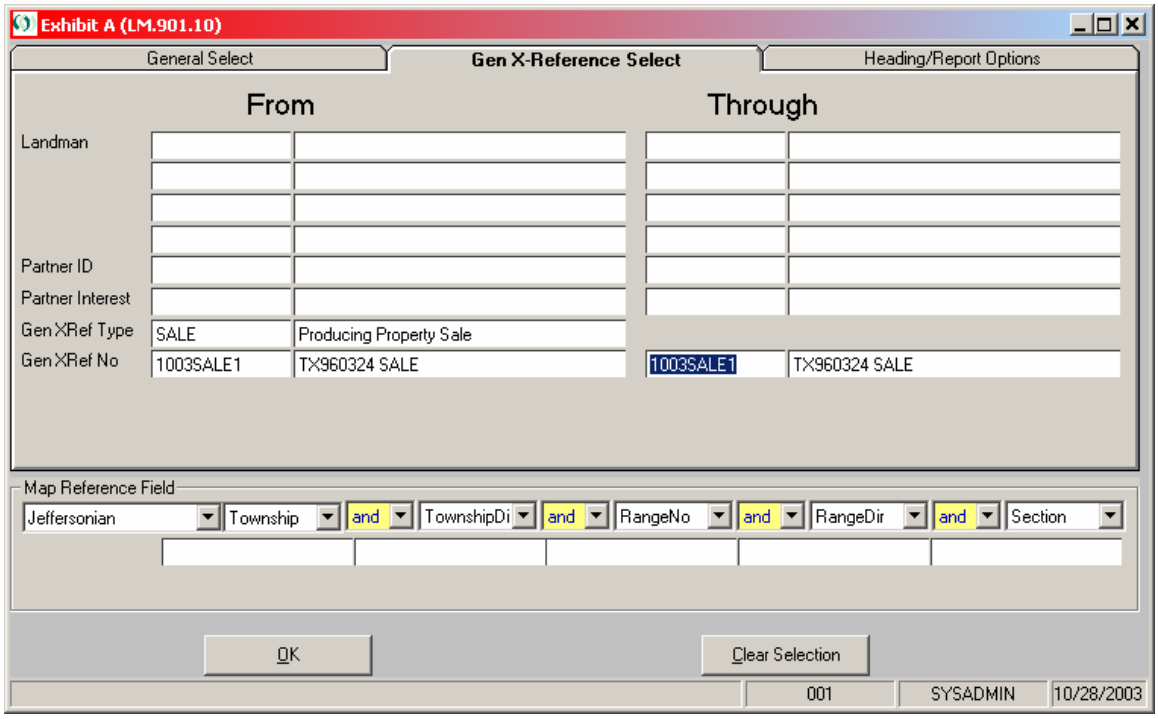
Notes:

Confirm that the MSHFLXGD.OCX is available and registered.

5.4 **Multiple Cross References**



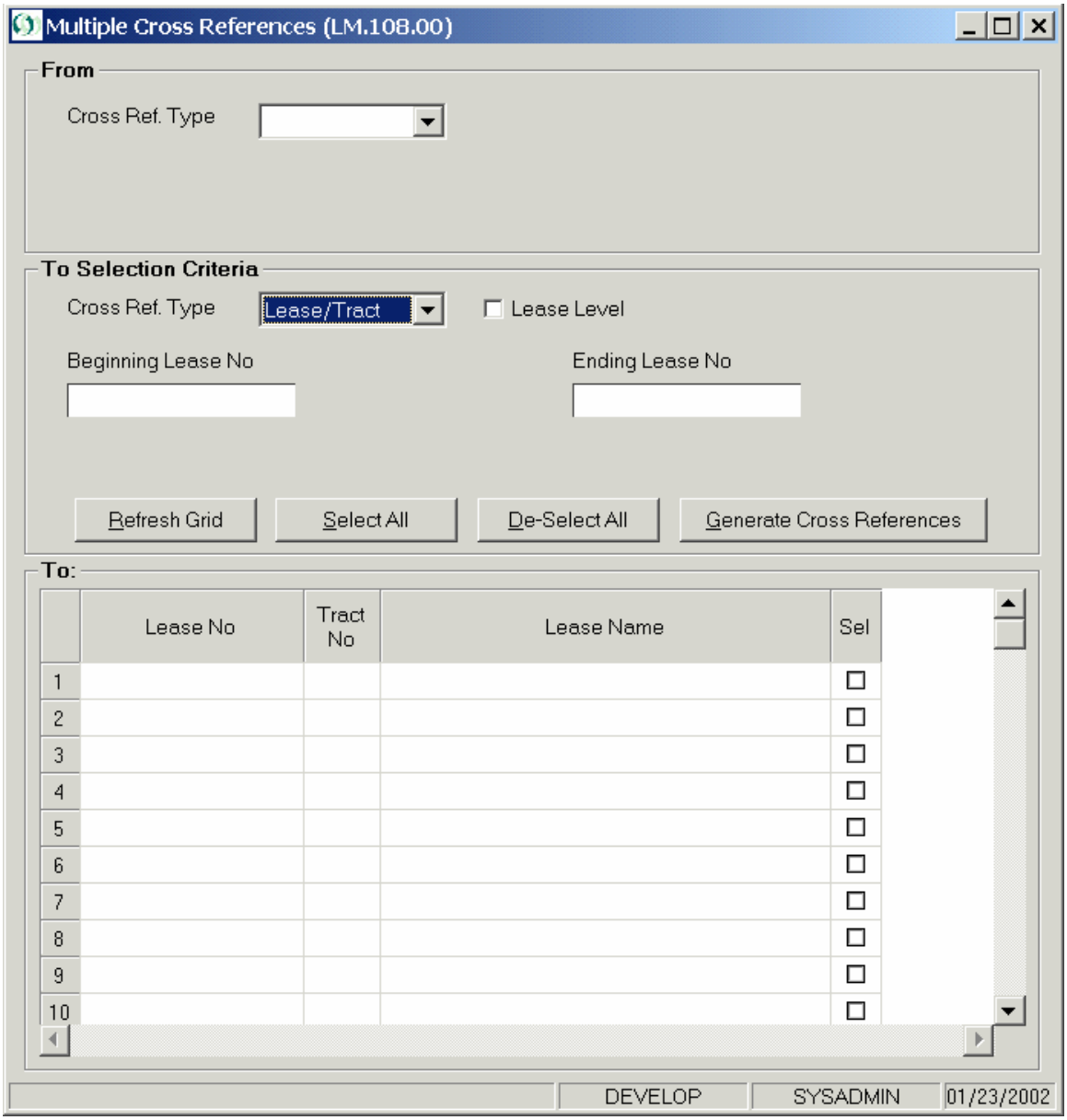

Multiple Cross References (LM.108.00)
From
Cross Ref. Type
General Xref
Xref Type/No.
SALE
1003SALE1
TX960324 SALE
To Selection Criteria
Cross Ref. Type
Lease/Tract
Lease Level
Beginning Lease No
tx-2904-001
MARY A FOYT WHITE
Ending Lease No
tx-2904-003
DOROTHY FOYT WICKE
Refresh Grid
Select All
De-Select All
Generate Cross References
To:
Lease No
Tract No
Lease Name
Sel
1 TX-2904-001 *** MARY A FOYT WHITE
2 TX-2904-002 *** GLADYS FOYT ROESLER
3 TX-2904-003 *** DOROTHY FOYT WICKE
4
5
6
7
8
9
10
001
SYSADMIN
10/28/2003



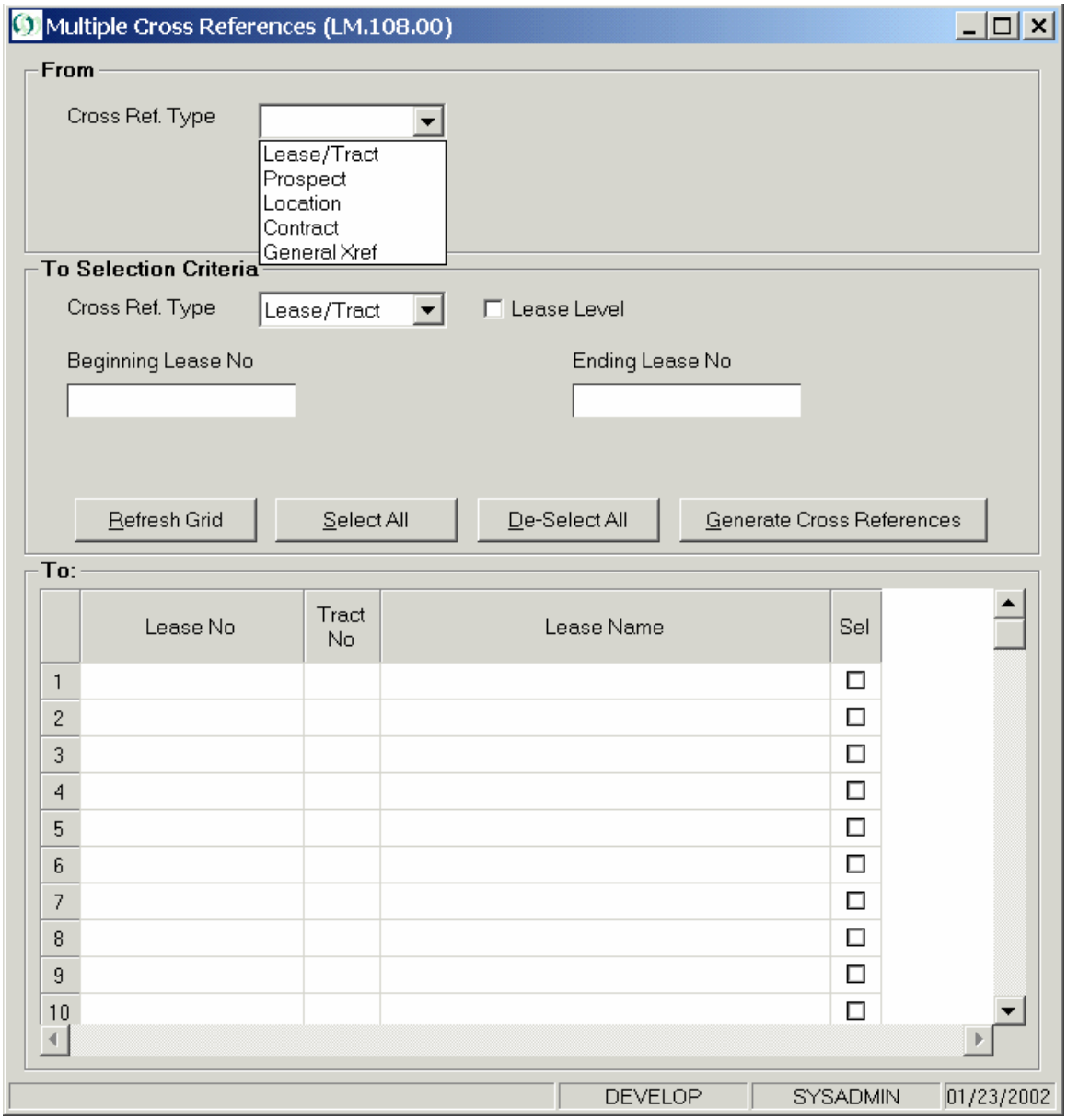
MULTIPLE CROSS-REFERENCES

This module allows you to quickly cross-reference a lease, a specific tract of a lease, a prospect, a contract, a location or make a general cross-reference to a lease, a specific tract of a lease, a prospect, a contract, a location or make a general cross-reference.

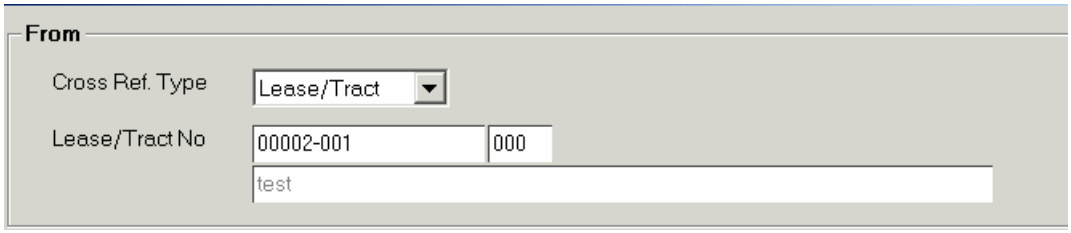
From the LANDMAN Main Menu select _____ module, then select Multiple Cross Reference. This screen will appear:



In the "From" Section select the type of Cross-Reference you want to make from the drop down box.

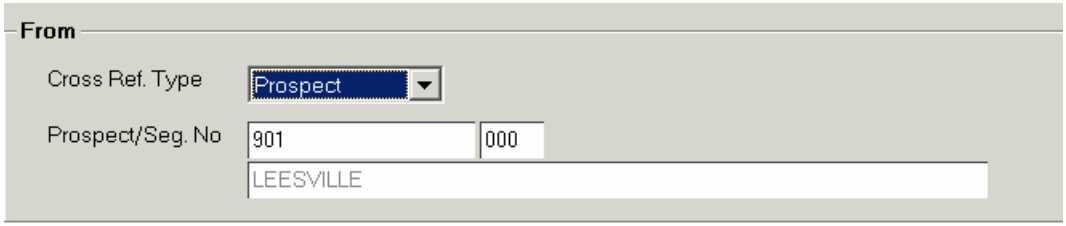


Selecting Lease/Tract will change the "From" Section to the following:



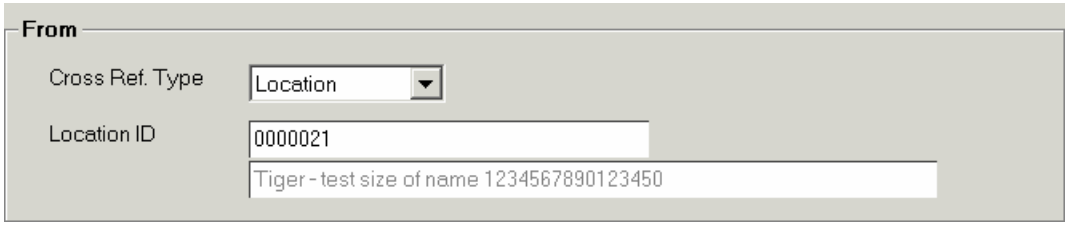
Enter a valid Lease Number or use the <**F3**> table lookup feature. Enter a valid Tract Number or use the <**F3**> table lookup feature. **Entry of the Tract Number is mandatory.**

Selecting Prospect will change the "From" Section to the following:



Enter a valid Prospect Number or use the <**F3**> table lookup feature. Enter a Segment Number or use the <**F3**> table lookup feature. **Entry of Segment Number is not mandatory.**

Selecting Location will change the "From" Section to the following:



Enter a valid Location ID or use the <**F3**> table lookup feature.

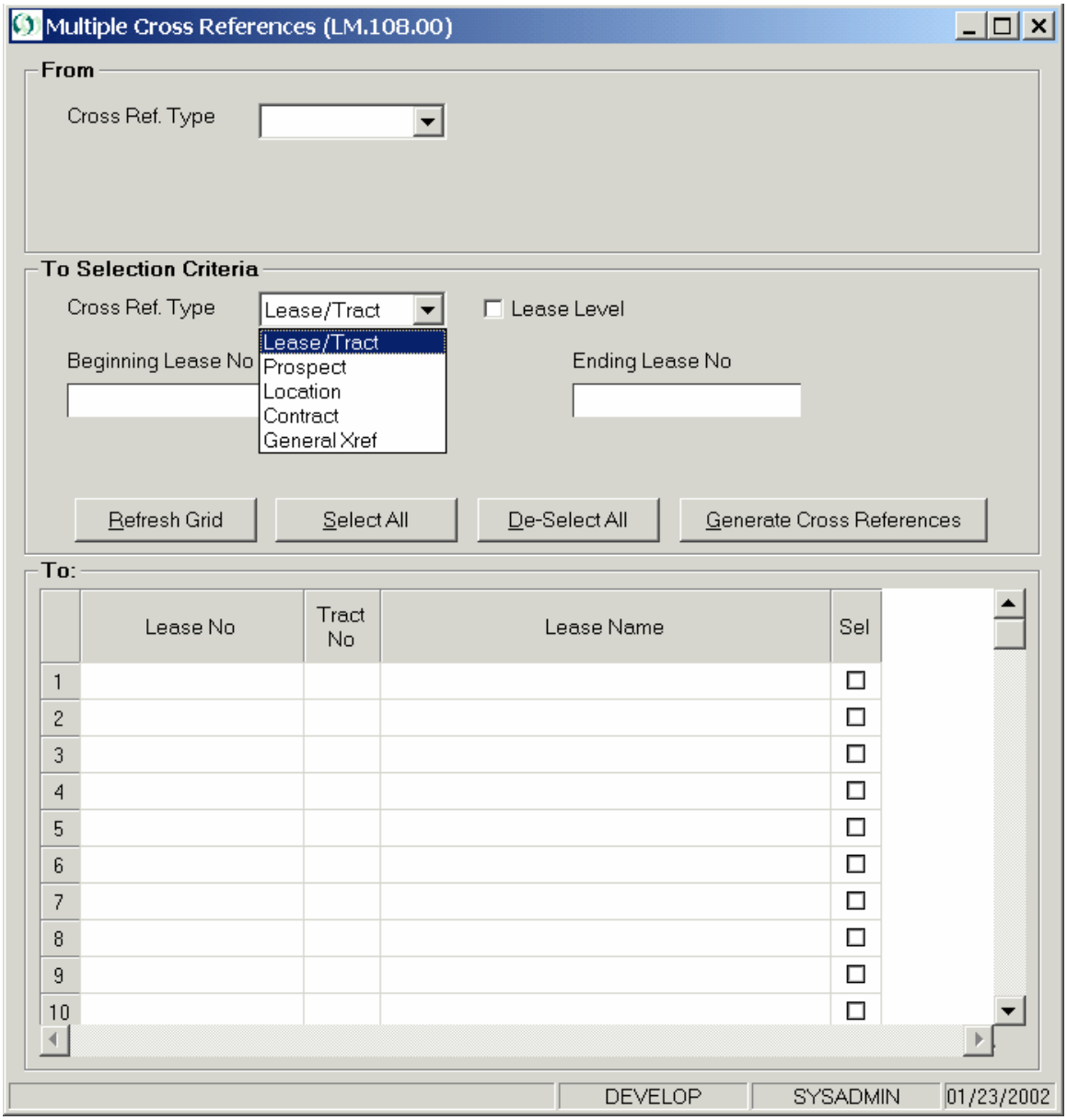
Selecting Contract will change the "From" Section to the following:

Enter a valid Contract Number or use the <**F3**> table lookup feature.

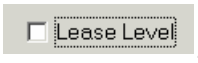
Selecting General X-Reference will change the "From" Section to the following:

Enter a valid Reference Type or use the <**F3**> table lookup feature. Enter a valid Reference Number or use the <**F3**> table lookup feature. **Entry of the X-Reference Number is mandatory.**

In the "To Selection Criteria" Section select the type of Cross-Reference you want to make **to** from the drop down box.

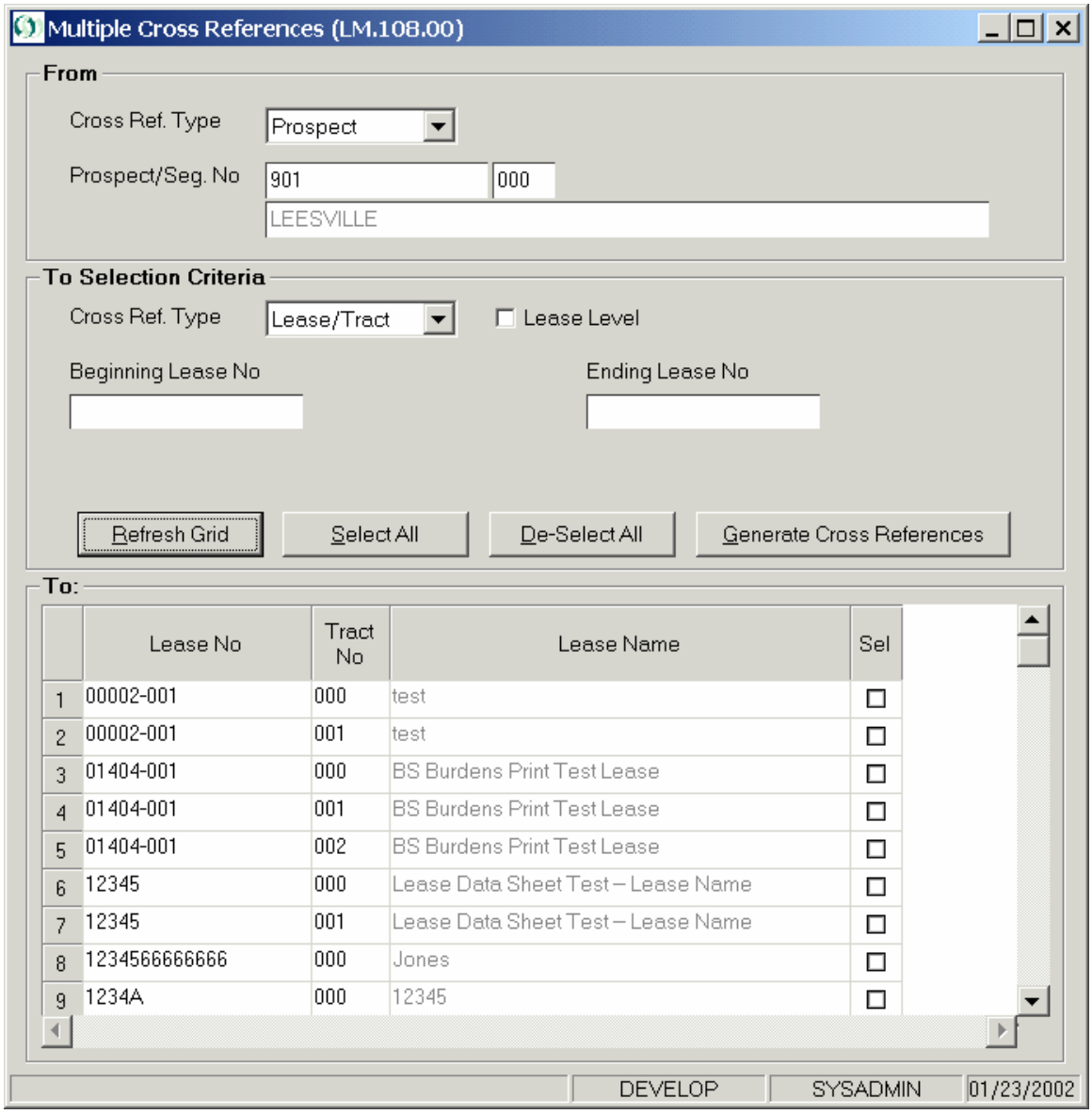


Once you make your selection from the drop down box,

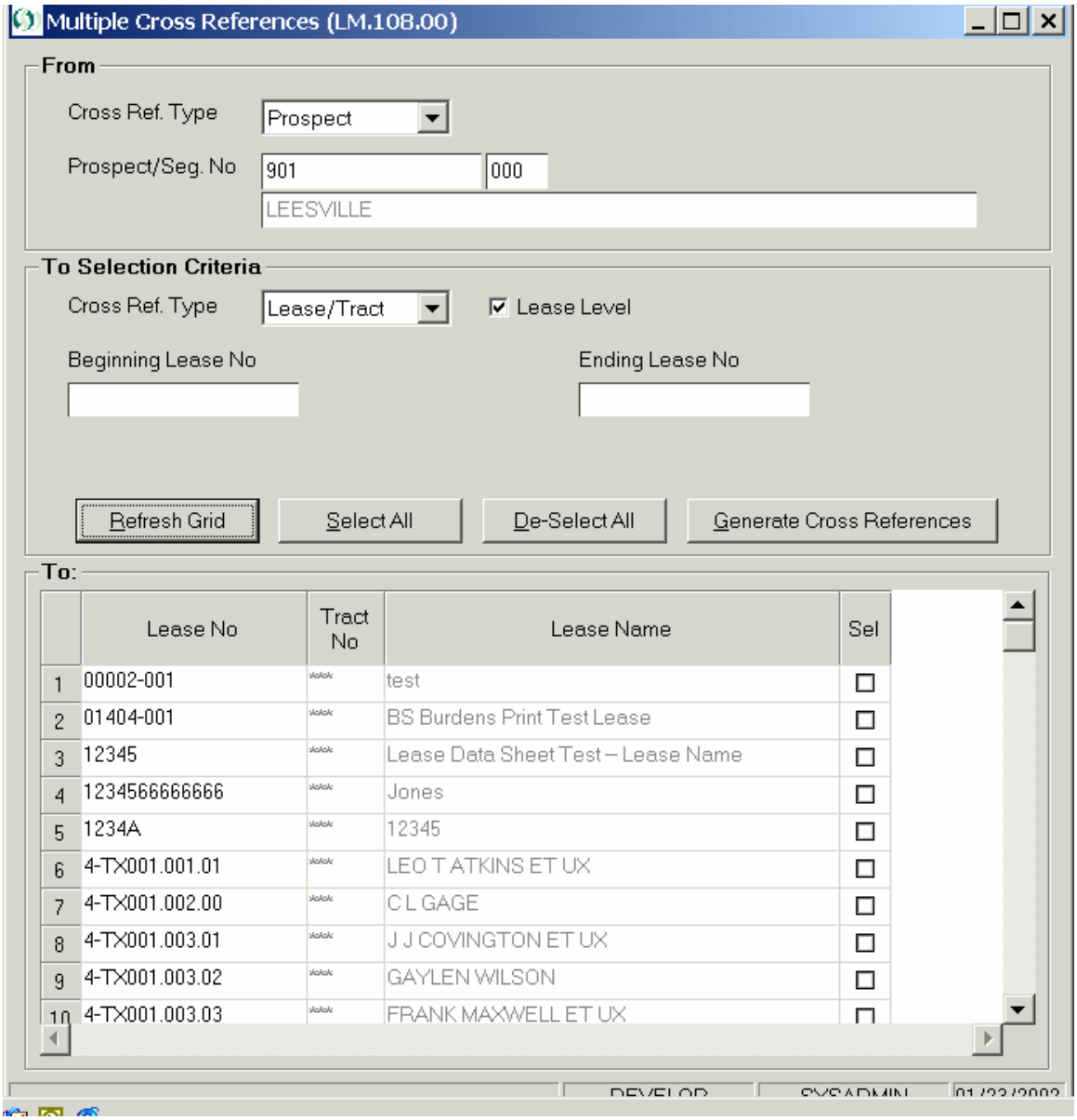
If selecting Lease/Tract and **not** checking 

, the lease grid will

display all tracts for all leases. See below:

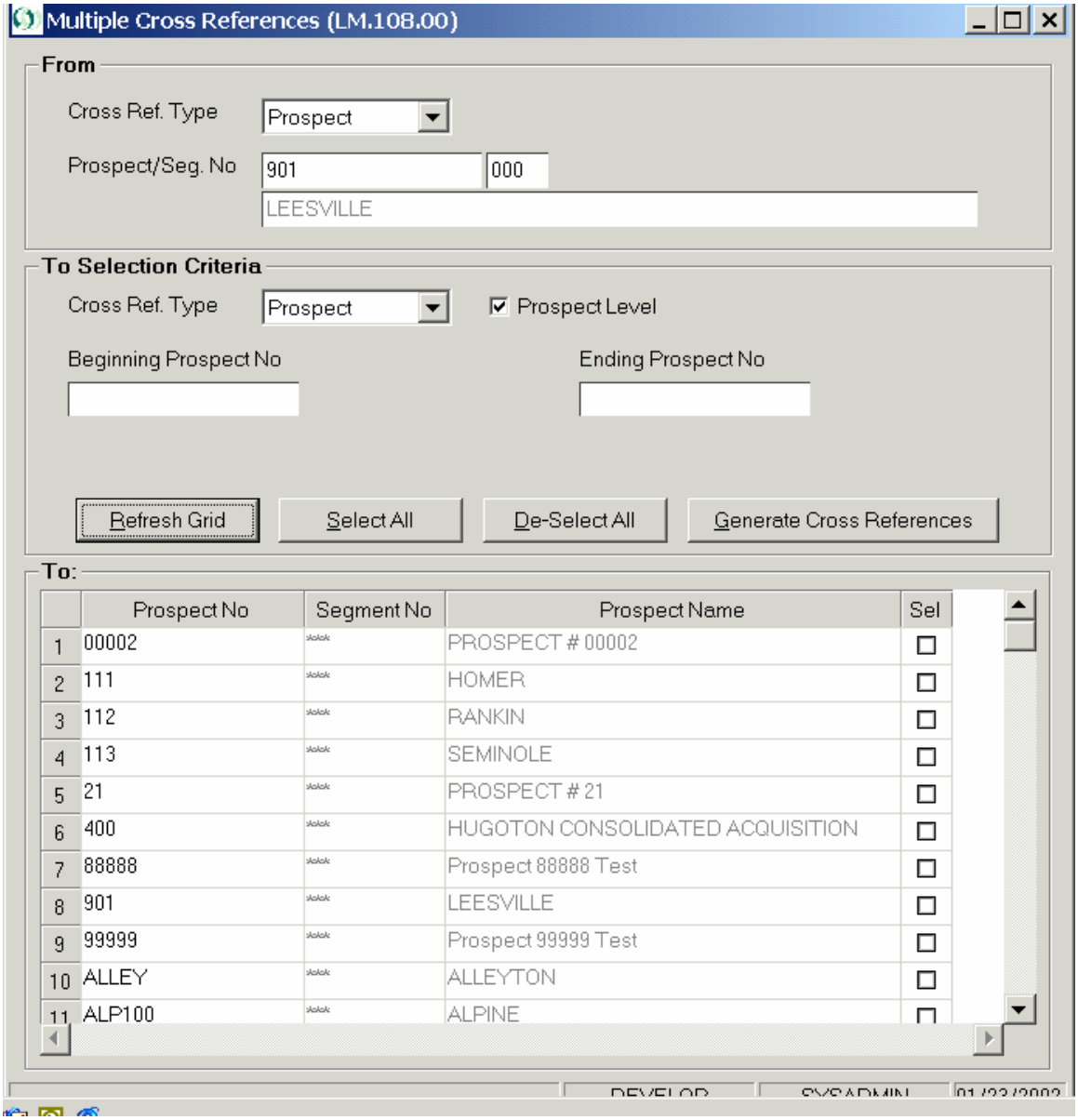


If selecting Lease/Tract checking ☑ Lease Level, the lease grid will display the leases at a lease level showing "***" in the Tract field. See below:

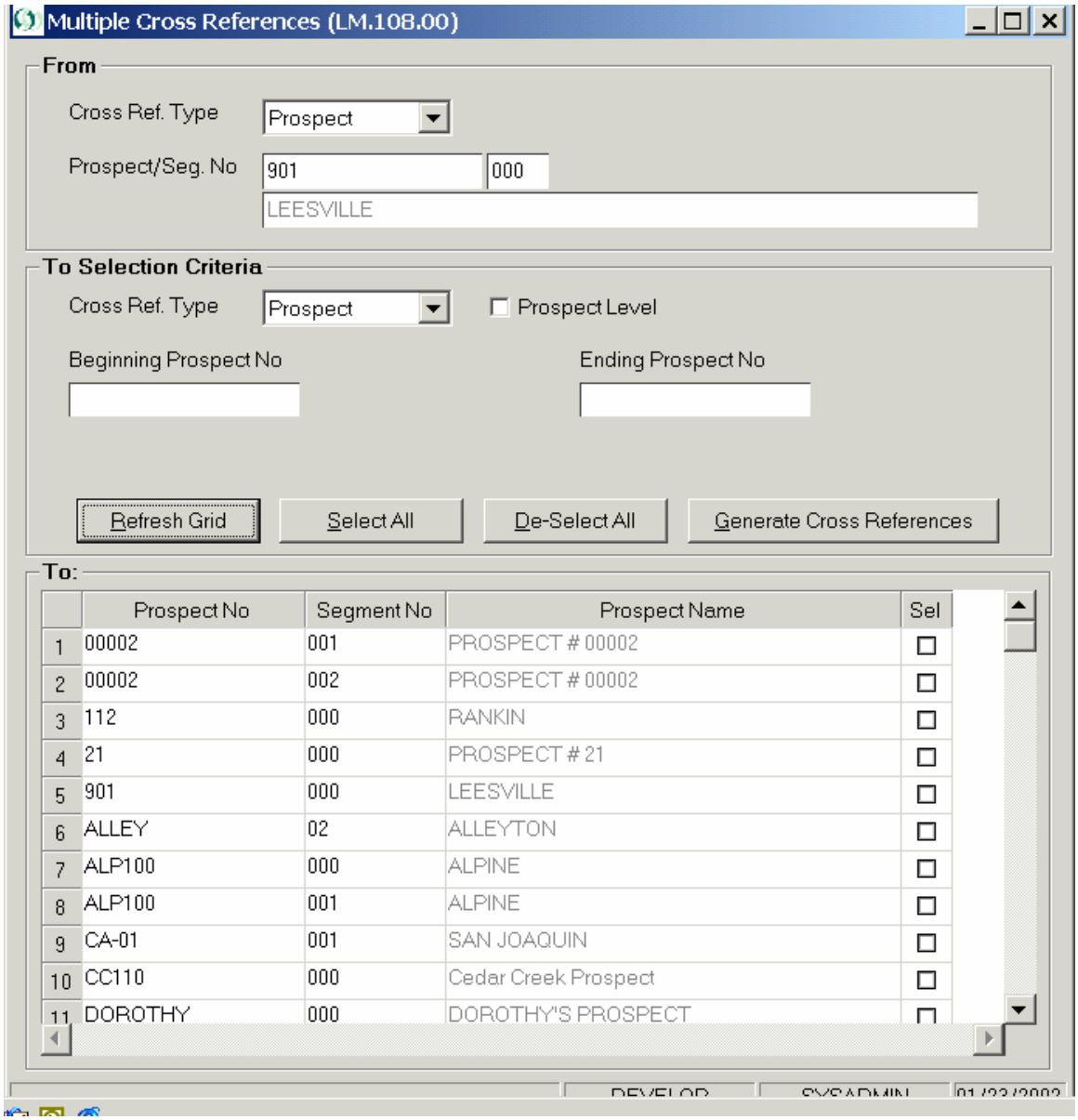


If selecting Prospect and checking

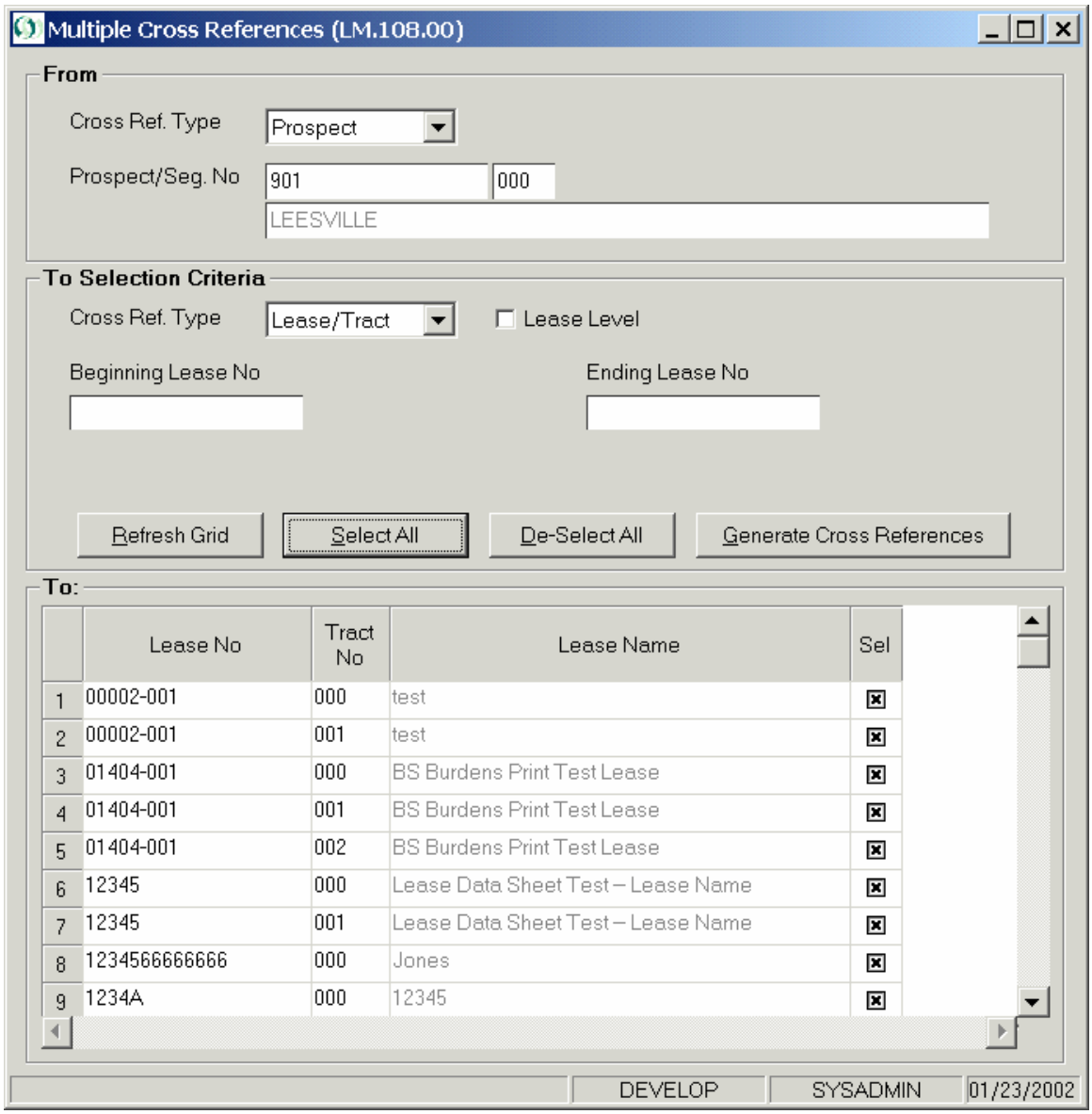
, the lease grid will display the prospects at a prospect level showing "***" in the Segment field. See below:



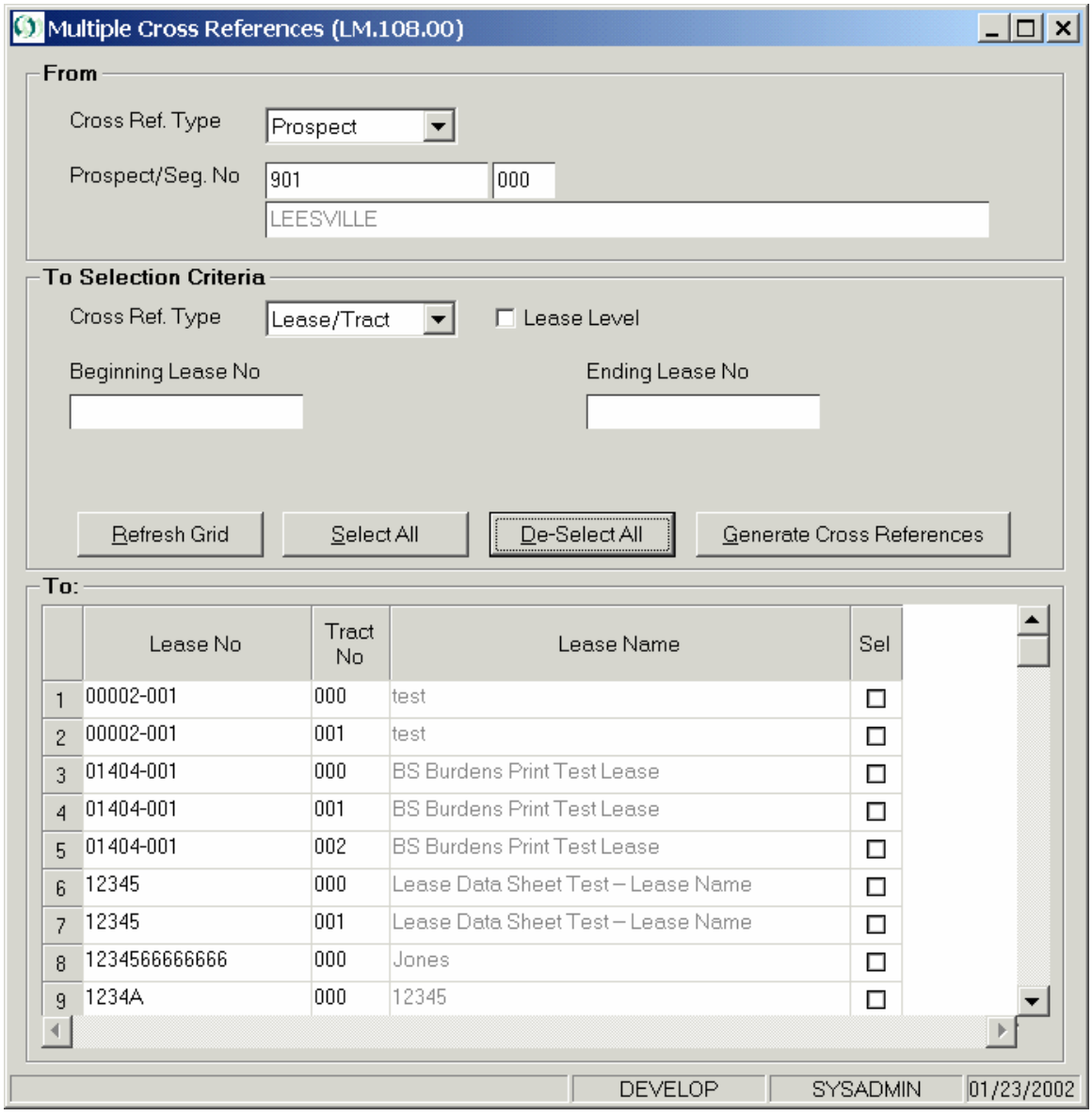
If selecting Prospect and **not** checking ☐ Prospect Level, the lease grid will display all segments for all prospects. See below:



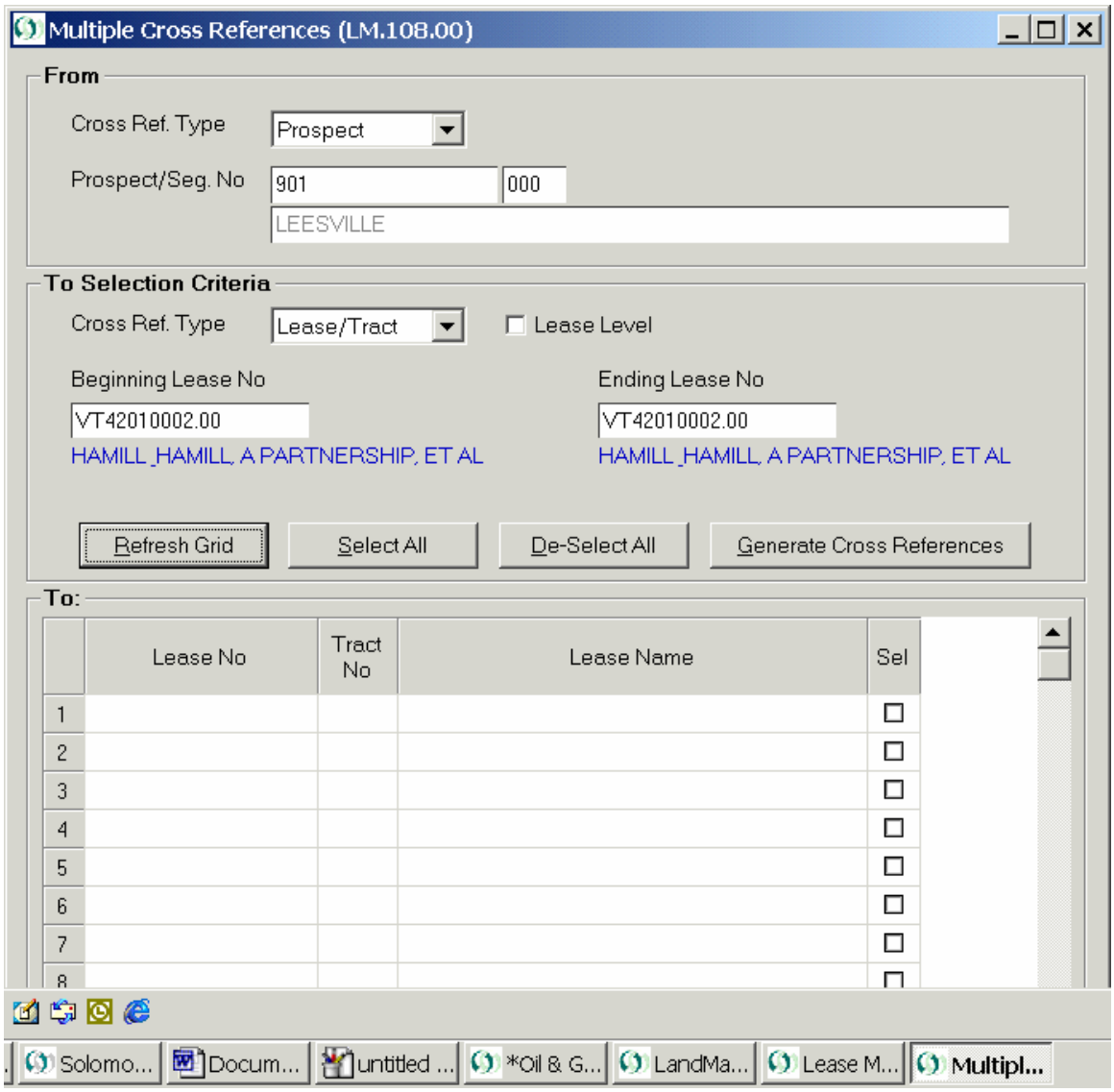
If you want to cross reference to all of the properties listed in the grid use the Select All button [Select All]. This will put an "**X**" in all the boxes in the "Select" field.

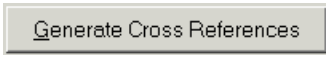


Use the De-Select All button if you want to clear your single or multiple selections.

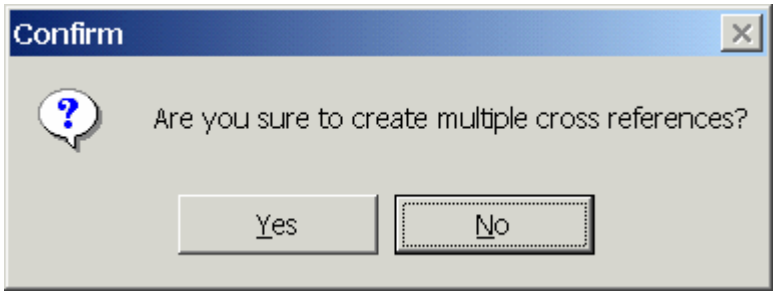


If you want to choose a range for your "To Selection Criteria," use the "Beginning" and "Ending" fields as shown below:

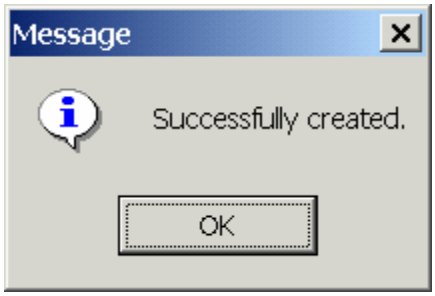


Once you have carefully chosen all of your "From" and "To" Criteria Selections, select the Generate Cross References button 

. The following screen will appear:

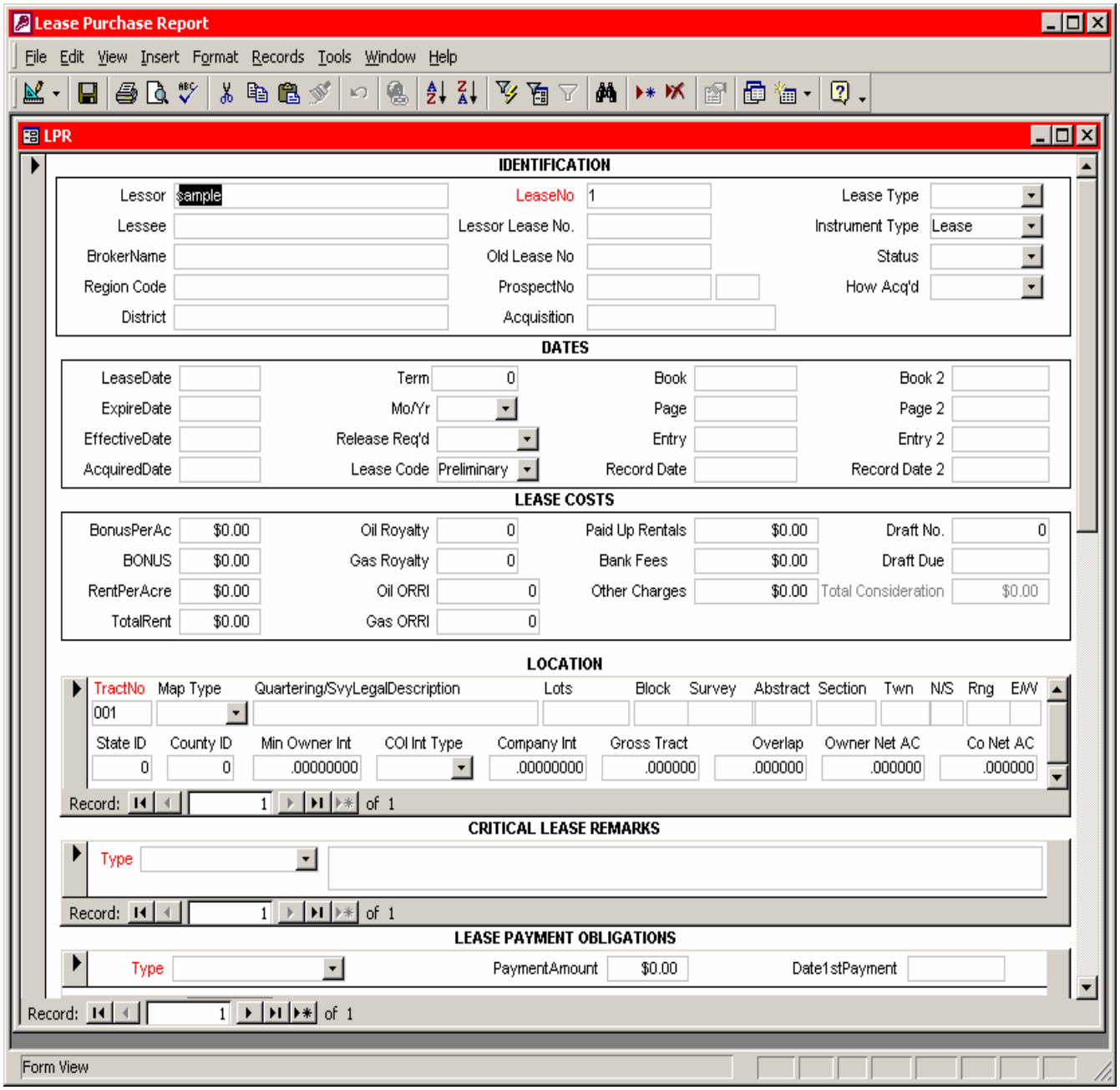


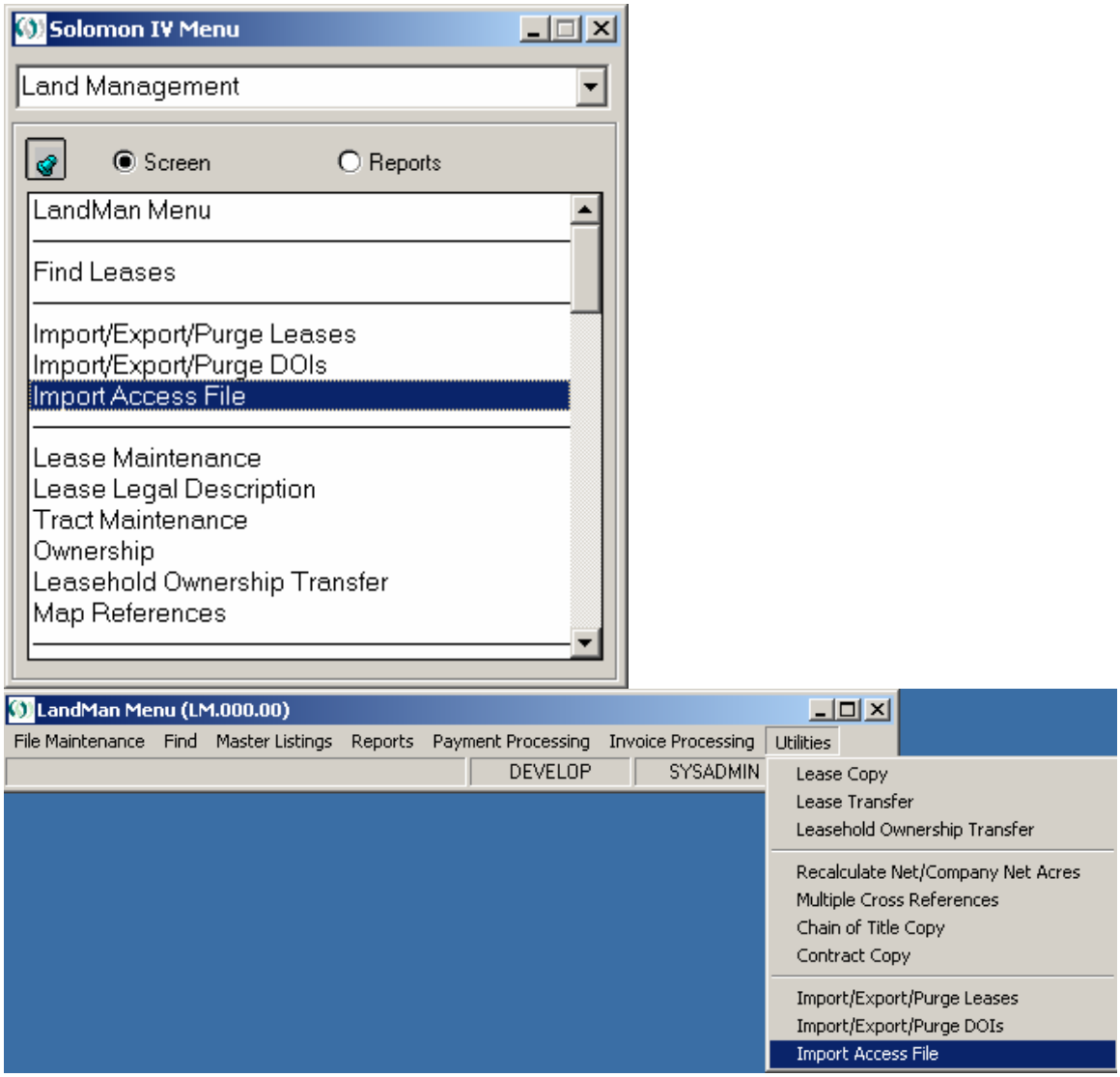
Select "Yes" to continue, the following screen will appear to notify you that the appropriate cross-references have been made:

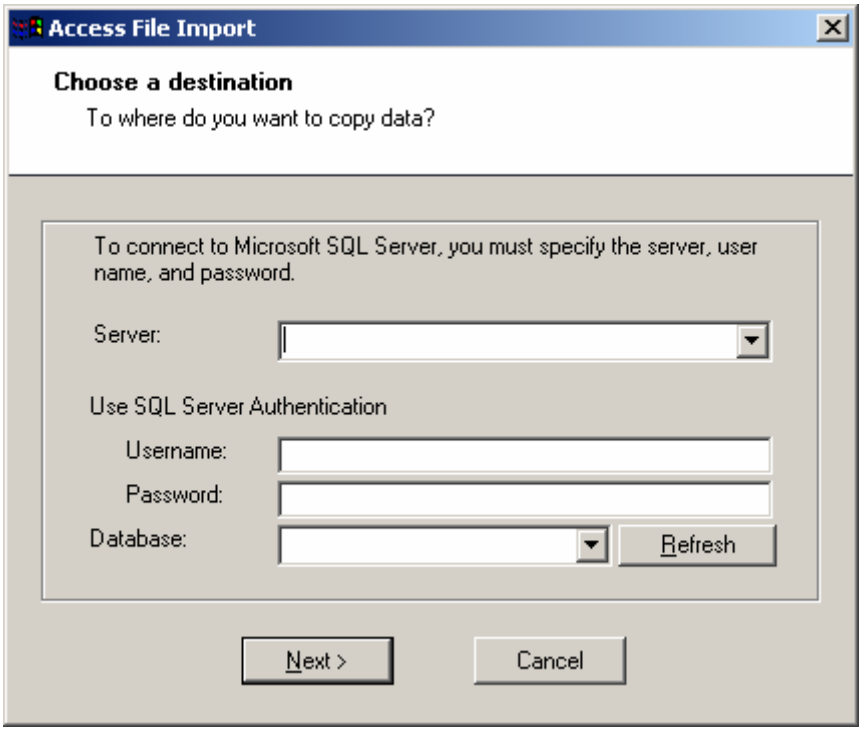


5.5 **Field Data Capture**

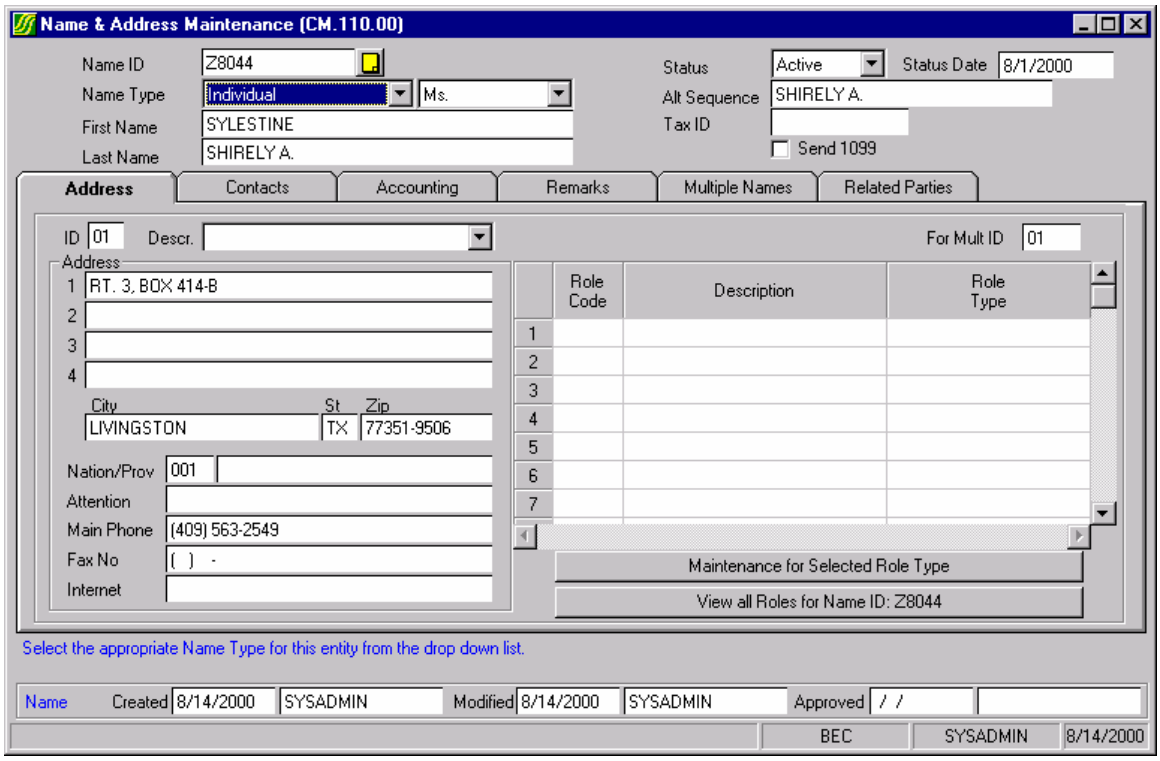
LEASE PURCHASE REPORT ENTRY FOR FIELD DATA CAPTURE

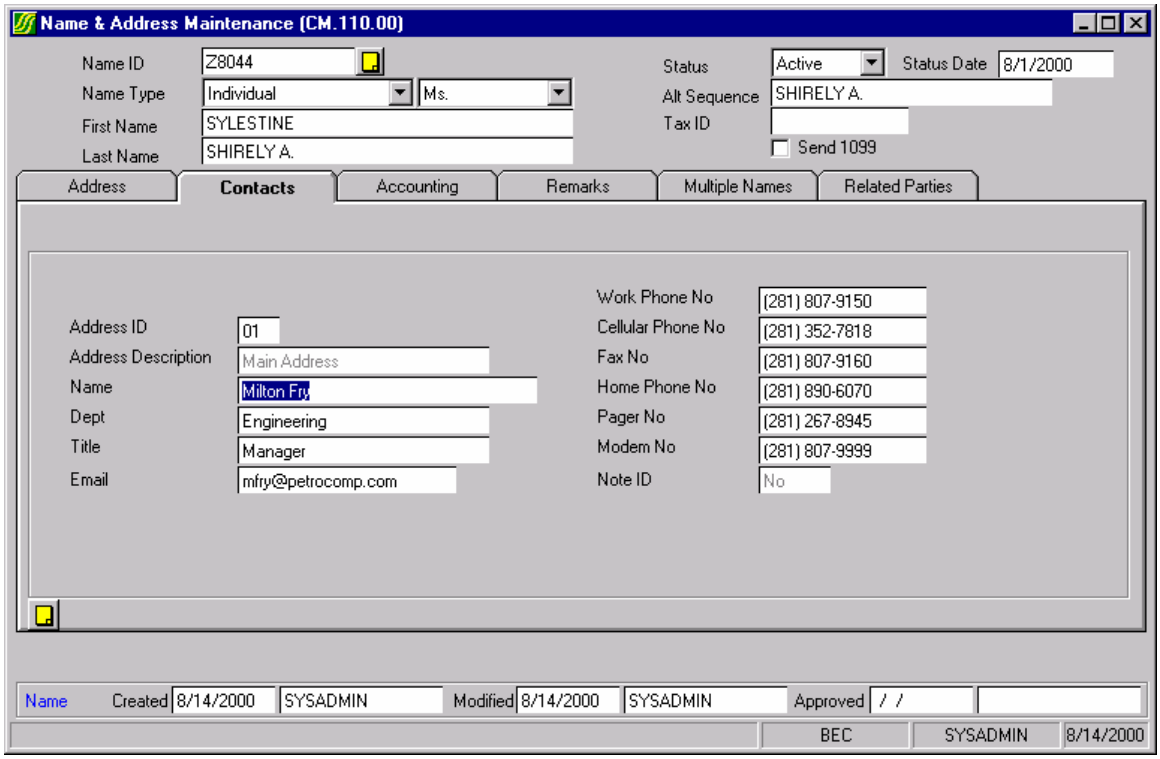



Solomon IV Menu
Land Management
Screen
Reports
LandMan Menu
Find Leases
Import/Export/Purge Leases
Import/Export/Purge DOIs
Import Access File
Lease Maintenance
Lease Legal Description
Tract Maintenance
Ownership
Leasehold Ownership Transfer
Map References
LandMan Menu (LM.000.00)
File Maintenance
Find
Master Listings
Reports
Payment Processing
Invoice Processing
Utilities
DEVELOP
SYSADMIN
Lease Copy
Lease Transfer
Leasehold Ownership Transfer
Recalculate Net/Company Net Acres
Multiple Cross References
Chain of Title Copy
Contract Copy
Import/Export/Purge Leases
Import/Export/Purge DOIs
Import Access File

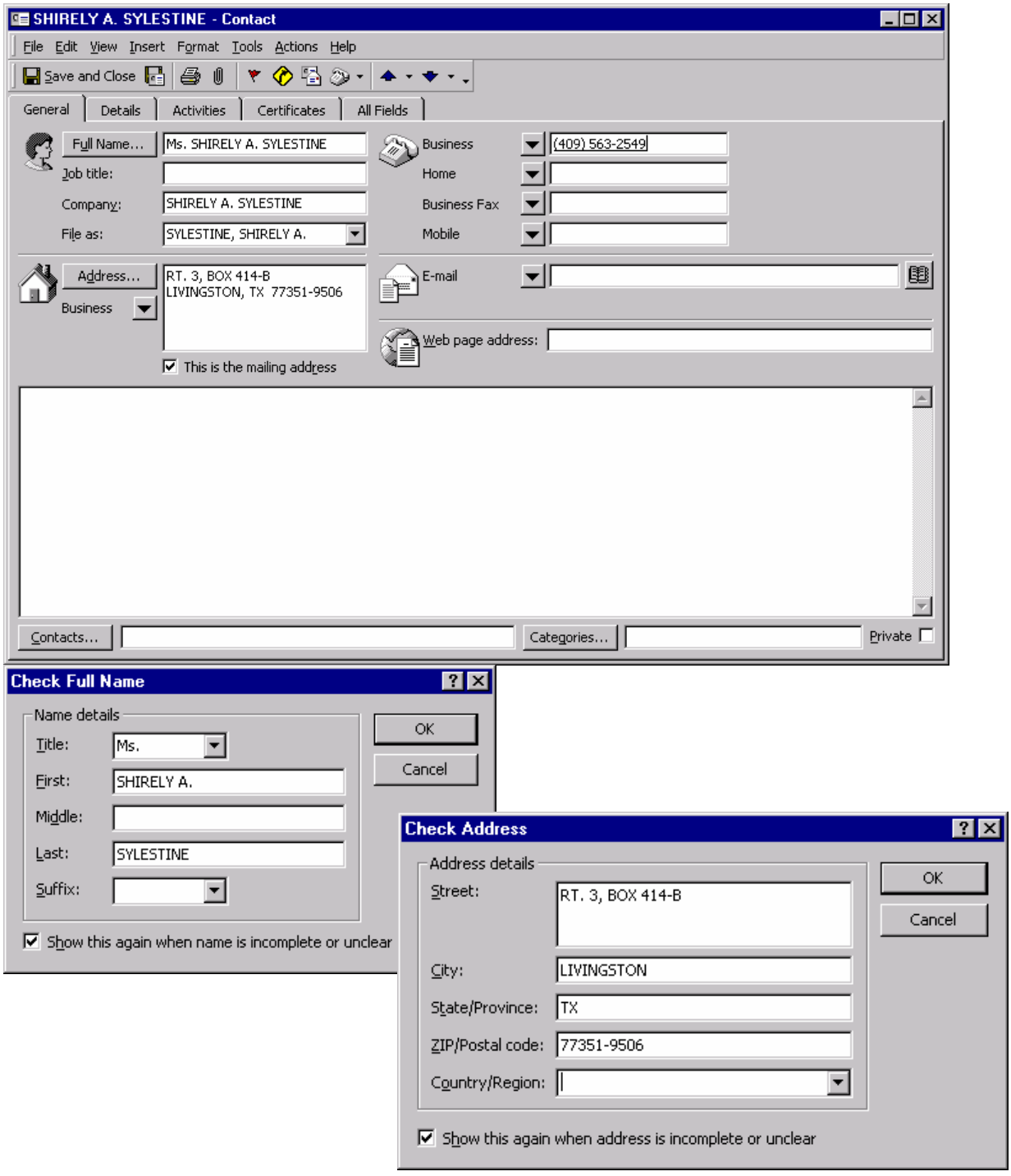

Access File Import
Choose a destination
To where do you want to copy data?
To connect to Microsoft SQL Server, you must specify the server, user name, and password.
Server:
Use SQL Server Authentication
Username:
Password:
Database:
Refresh
Next >
Cancel

5.6 **Outlook Interface**





1. Update of Contact to be once a day. How difficult to make real time?
2. Create Contact record for Base Name & Address record - use first address ID. Create Additional record for each Contact and it's address ID.


SHIRELY A. SYLESTINE - Contact
File Edit View Insert Format Tools Actions Help
Save and Close
General Details Activities Certificates All Fields
Full Name...
Ms. SHIRELY A. SYLESTINE
Job title:
Company:
SHIRELY A. SYLESTINE
File as:
SYLESTINE, SHIRELY A.
Business
(409) 563-2549
Home
Business Fax
Mobile
Address...
Business
RT. 3, BOX 414-B
LIVINGSTON, TX 77351-9506
This is the mailing address
E-mail
Web page address:
Contacts...
Categories...
Private
Check Full Name
Name details
Title:
Ms.
First:
SHIRELY A.
Middle:
Last:
SYLESTINE
Suffix:
OK
Cancel
Show this again when name is incomplete or unclear
Check Address
Address details
Street:
RT. 3, BOX 414-B
City:
LIVINGSTON
State/Province:
TX
ZIP/Postal code:
77351-9506
Country/Region:
OK
Cancel
Show this again when address is incomplete or unclear

GENERAL TAB

- **FULL NAME**:
  a. Base Record: For Name Type "Individual " use First Name and Last Name. For Name Types having only one name field use Last Name.
  b. For Contacts use Contact Name.
- **JOB TITLE:**
  a. Base Record: blank
  b. If record is created from Contact Tab use xcmmphon.title
- **COMPANY:**

All records. For Name Type "Individual " use First Name + Last Name. For Name Types having only one name field use Last Name.

- **FILE AS:**

All records. Alt Sequence from Xcmmname.

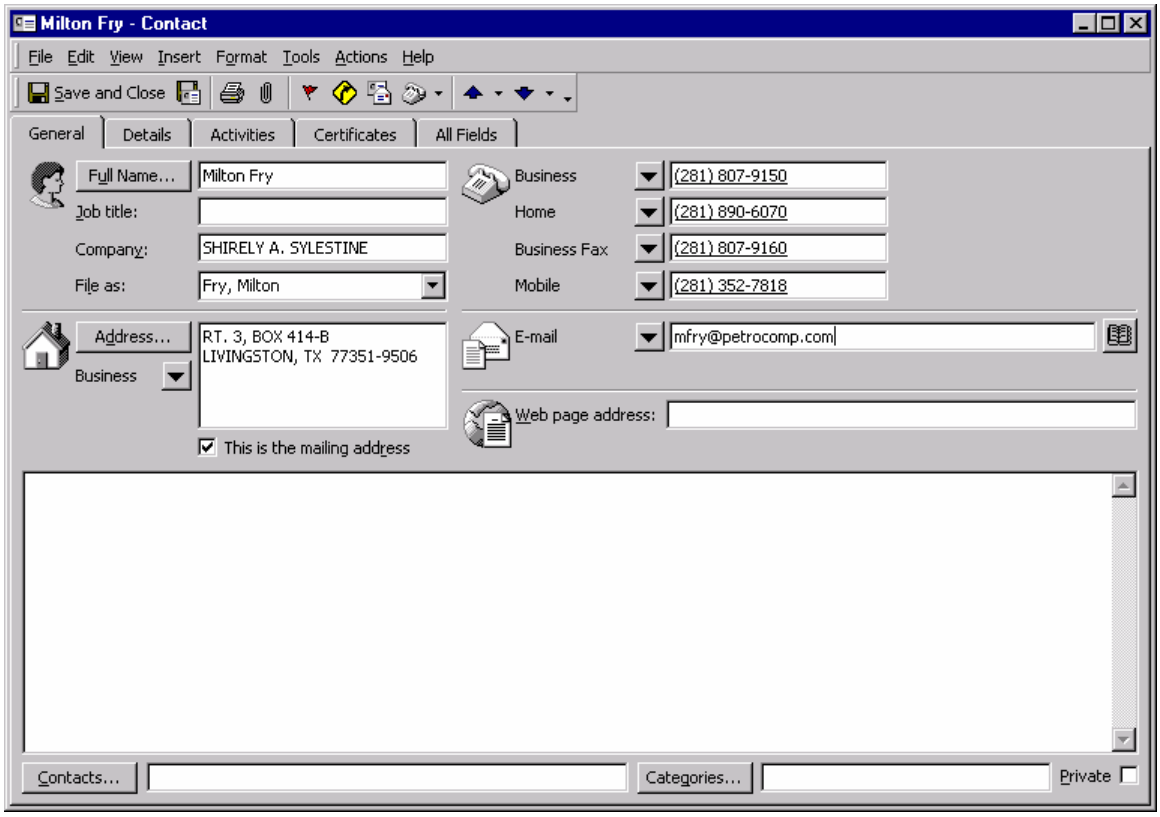
- **ADDRESS:**
  a. Base Record: From Xcmmaddr - first address ID.
  b. For Contacts use Address from xcmmaddr for xcmmphon.AtAddrID.
- **BUSINESS (phone):**
  a. Base Record: Main Phone from xcmmaddr.
  b. Work Phone No. if record is for a Contact. If Contact Work Phone No. is blank use Main Phone from Xcmmaddr, if present.
- **HOME (phone):**
  a. Base Record: Blank
  b. Home Phone No. if record is for a Contact.
- **BUSINESS FAX:**
  a. Base Record: Fax No. from xcmmaddr
  b. Fax No. from Contact if record is for a Contact. If Contact Fax No. is blank use Fax Number from Xcmmaddr, if present.
- **MOBILE:**
  a. Base Record: Blank
  b. Cellular Phone No. if record is for a Contact.
- **Web Page Address:**

All records. Xcmmaddr.Website

- **E-Mail:**
  a. Base Record: Blank
  b. From Contacts.

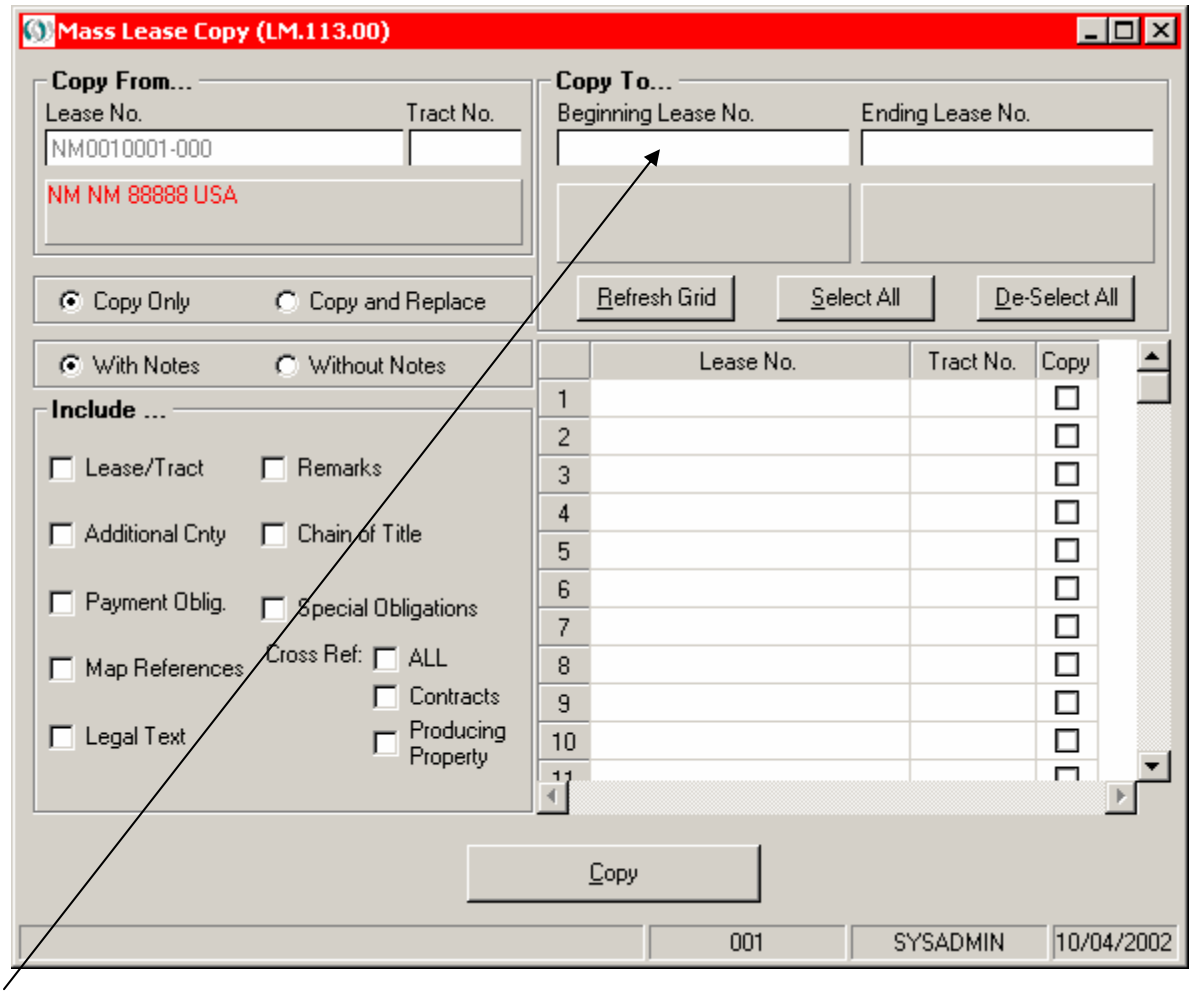
3. Add data field to screen for ***Address Description*** from PCS N&A. Place near address.

4. If N&A in PCS is deleted what happens to the Contact?


Milton Fry - Contact
File Edit View Insert Format Tools Actions Help
Save and Close
General Details Activities Certificates All Fields
Full Name...
Milton Fry
Job title:
Company:
SHIRELY A. SYLESTINE
File as:
Fry, Milton
Business
(281) 807-9150
Home
(281) 890-6070
Business Fax
(281) 807-9160
Mobile
(281) 352-7818
Address...
Business
RT. 3, BOX 414-B
LIVINGSTON, TX 77351-9506
This is the mailing address
E-mail
mfry@petrocomp.com
Web page address:
Contacts...
Categories...
Private

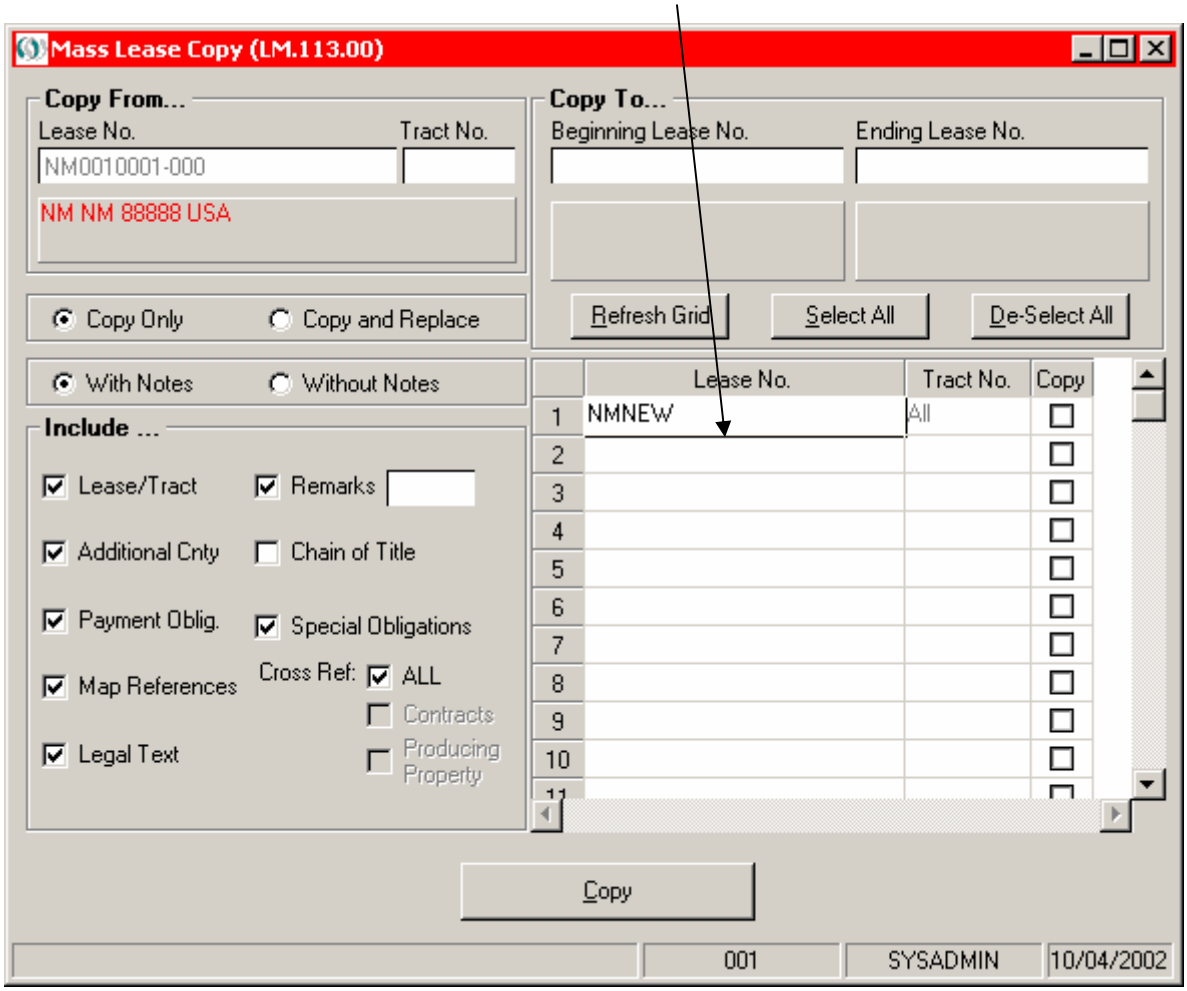
5.7 **Multiple Xref**

5.8 **Copying a lease to create an new least or copy a portion of a lease to multiple previously existinig leases.**

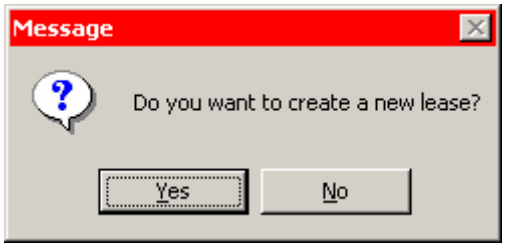


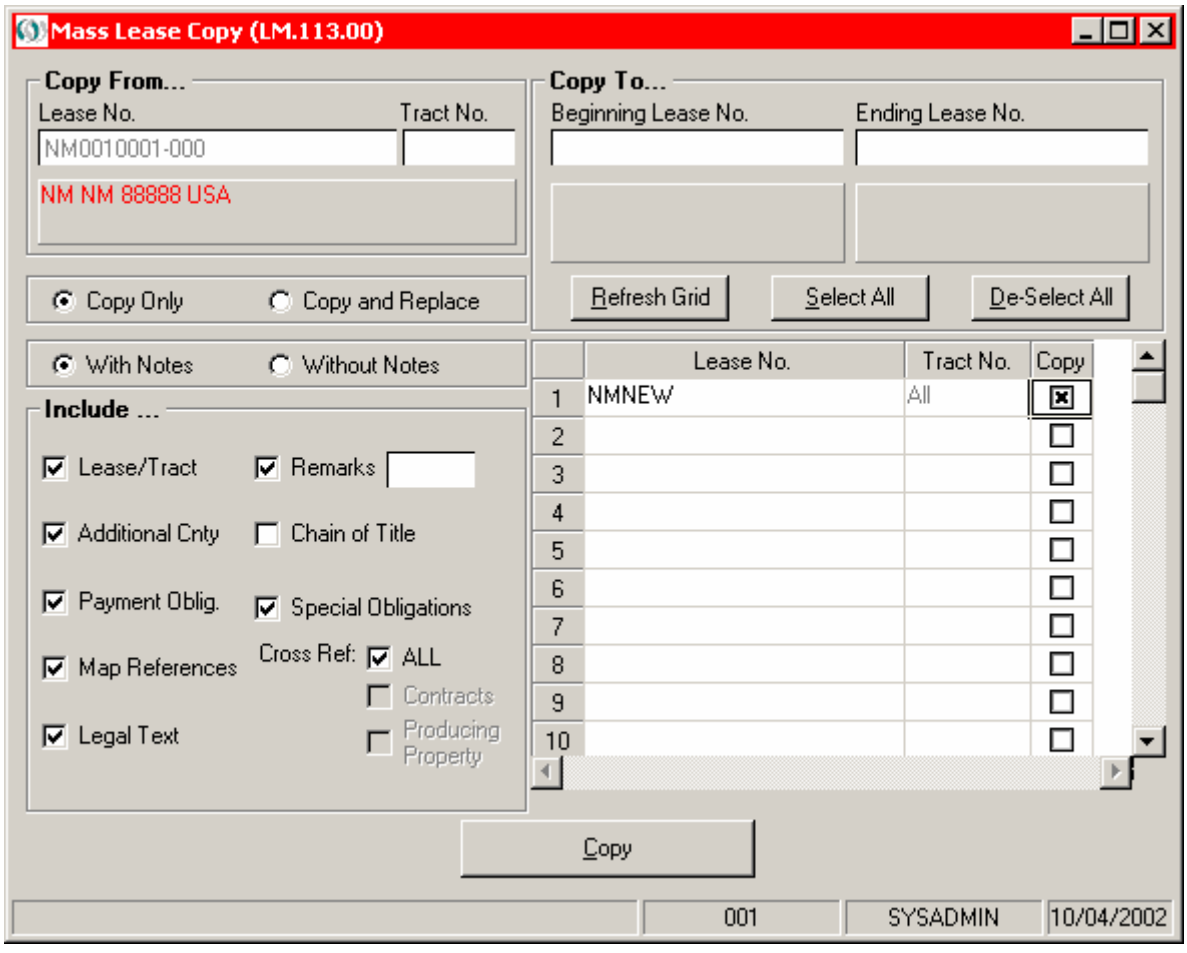
Use this Area to Copy To an Existing lease partial info from another lease

TO Copy to a NEW lease number, use the grid area and check the box.



When you get this message box after clicking copy button, click yes

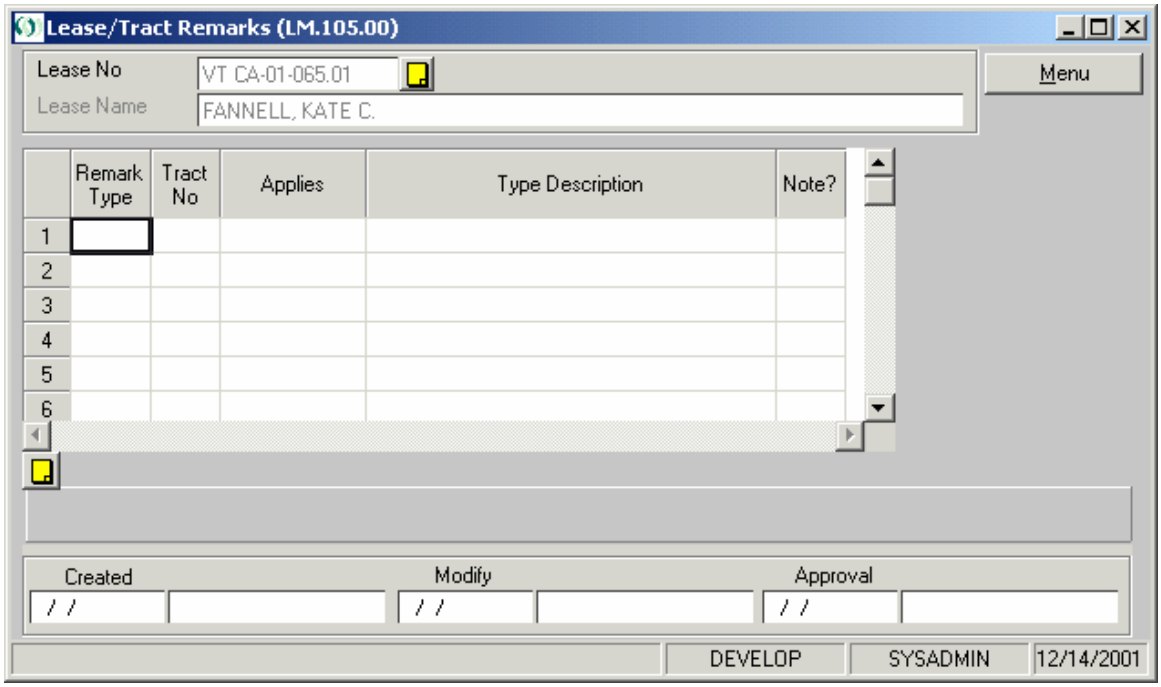




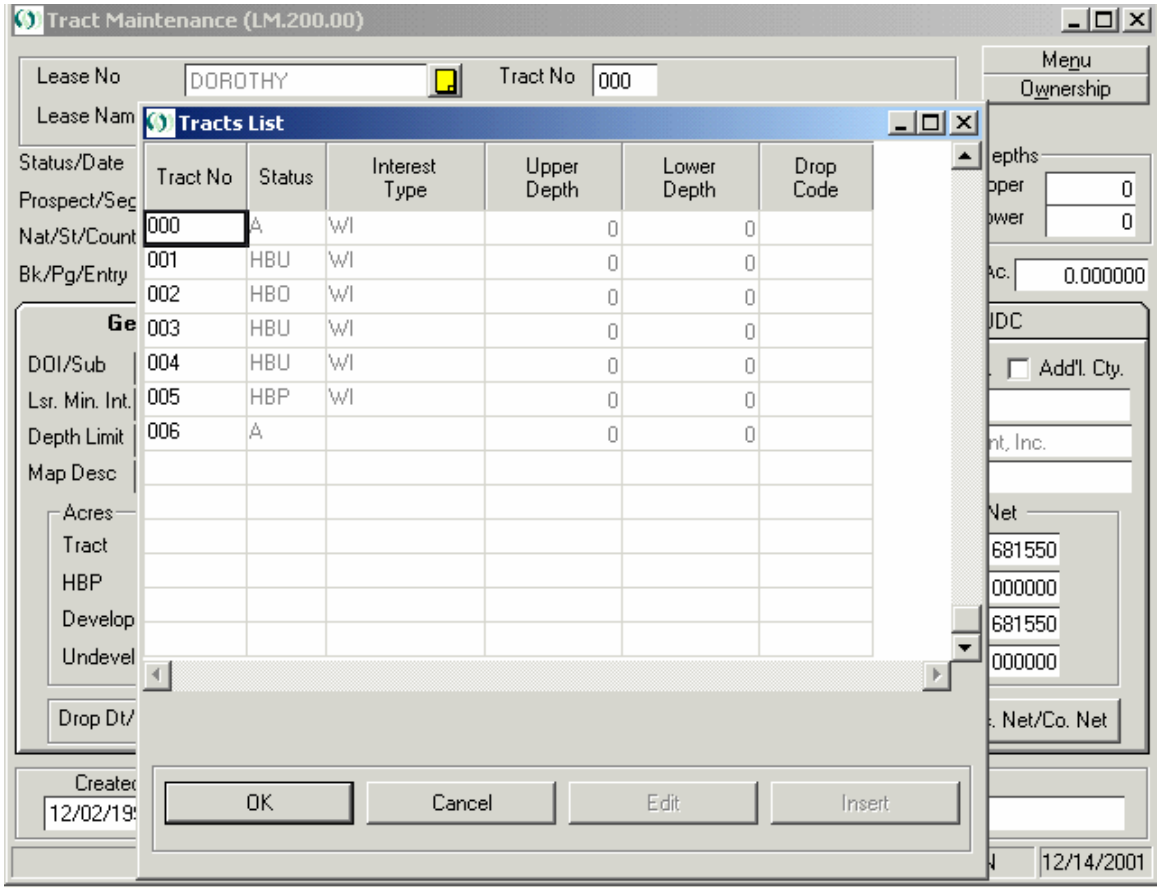
Should work just fine this way.

NEW PROCEDURES TO COPY REMARKS

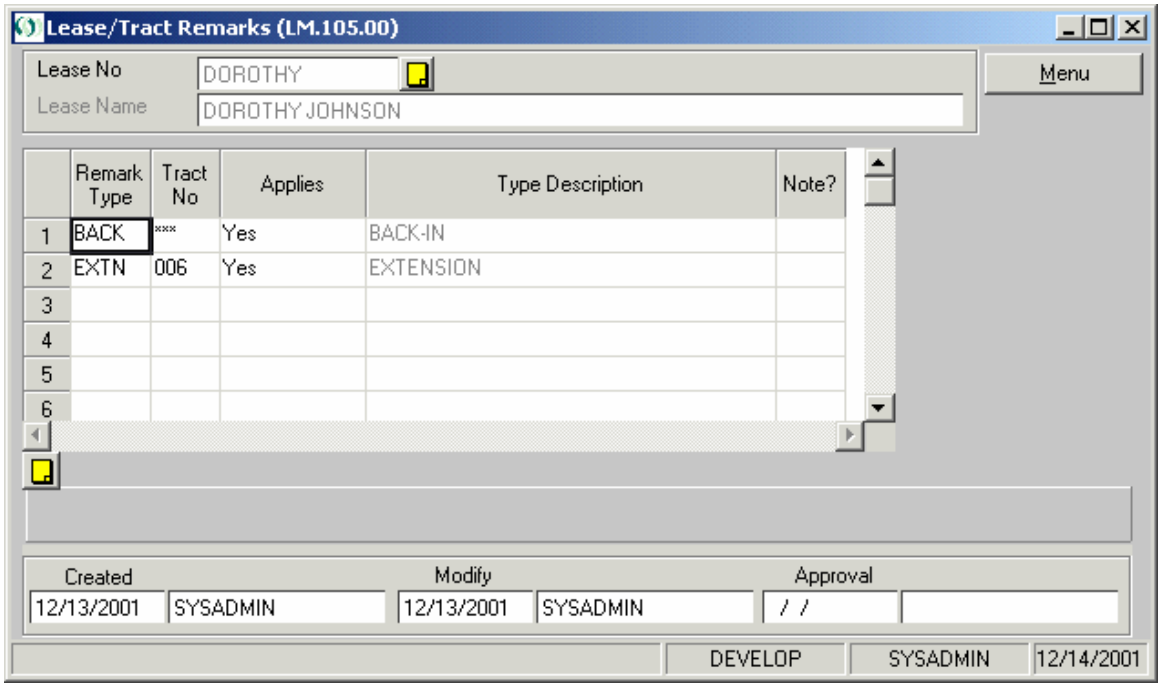
This lease has no remarks and only one tract (#000).



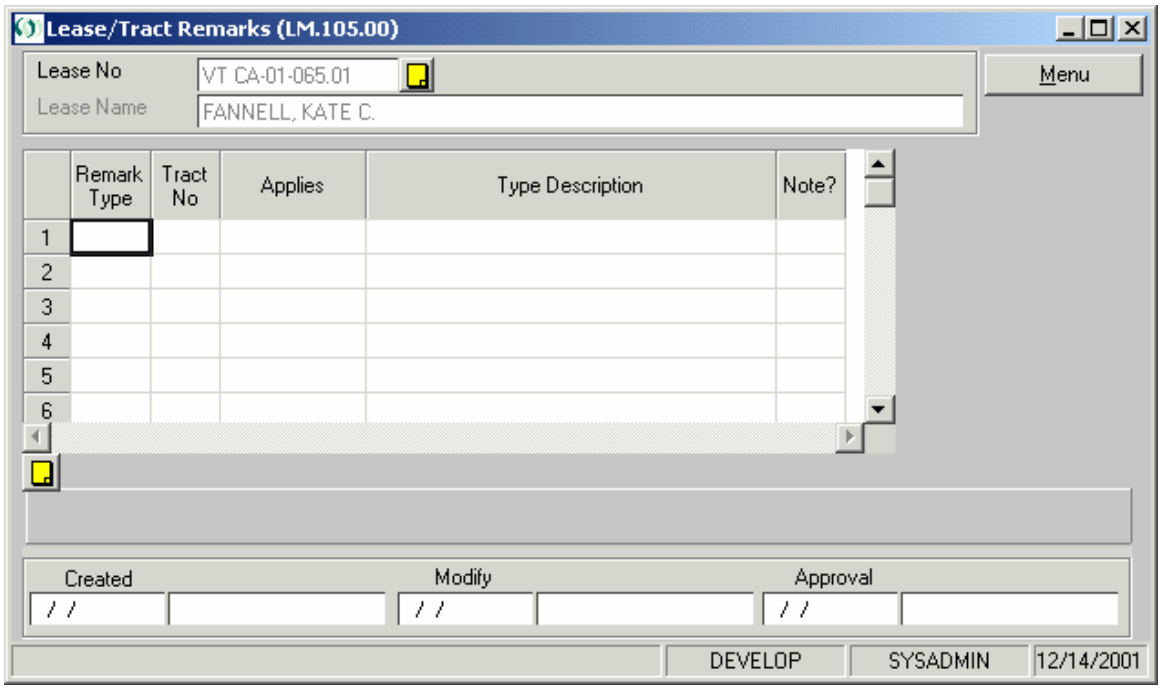
This lease has six (6) tracts.



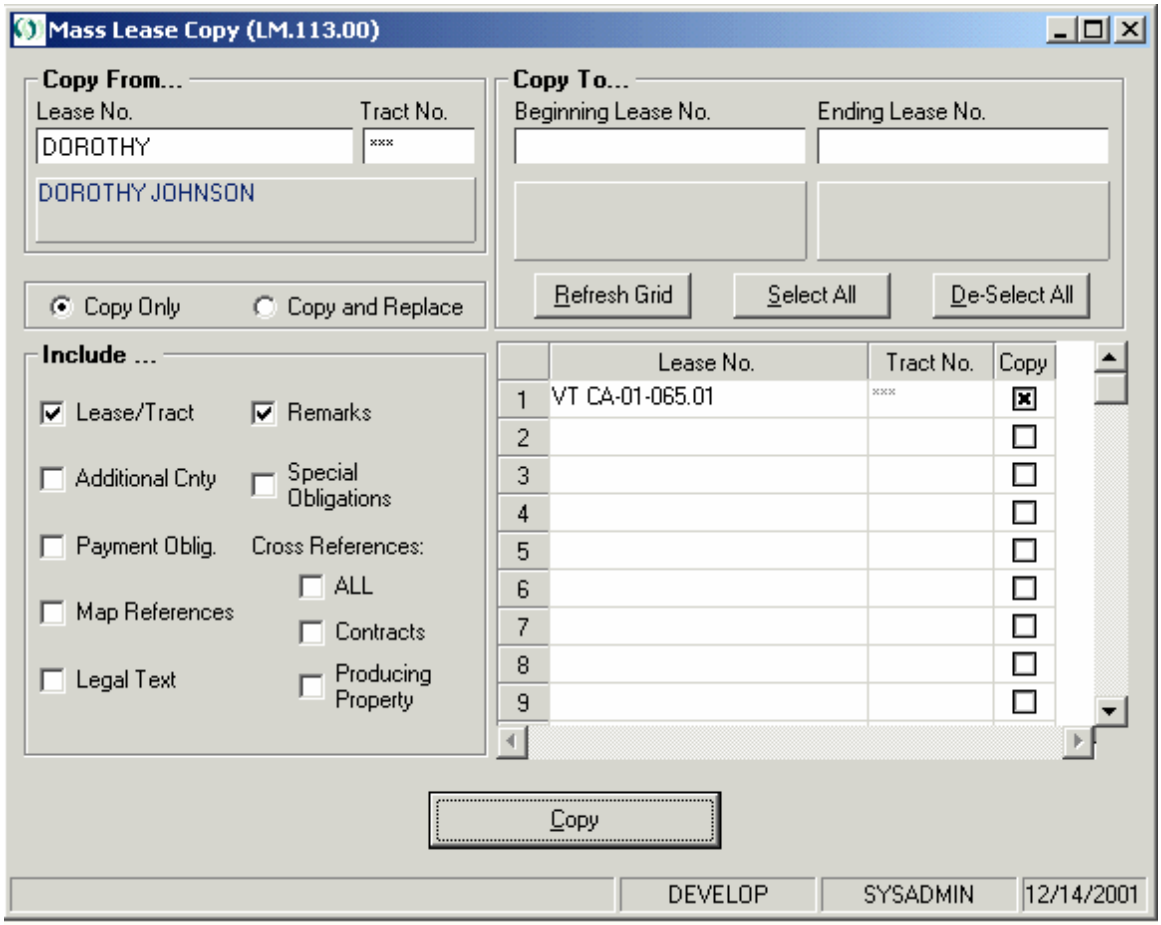
There are remarks on the lease level and Tract 006.



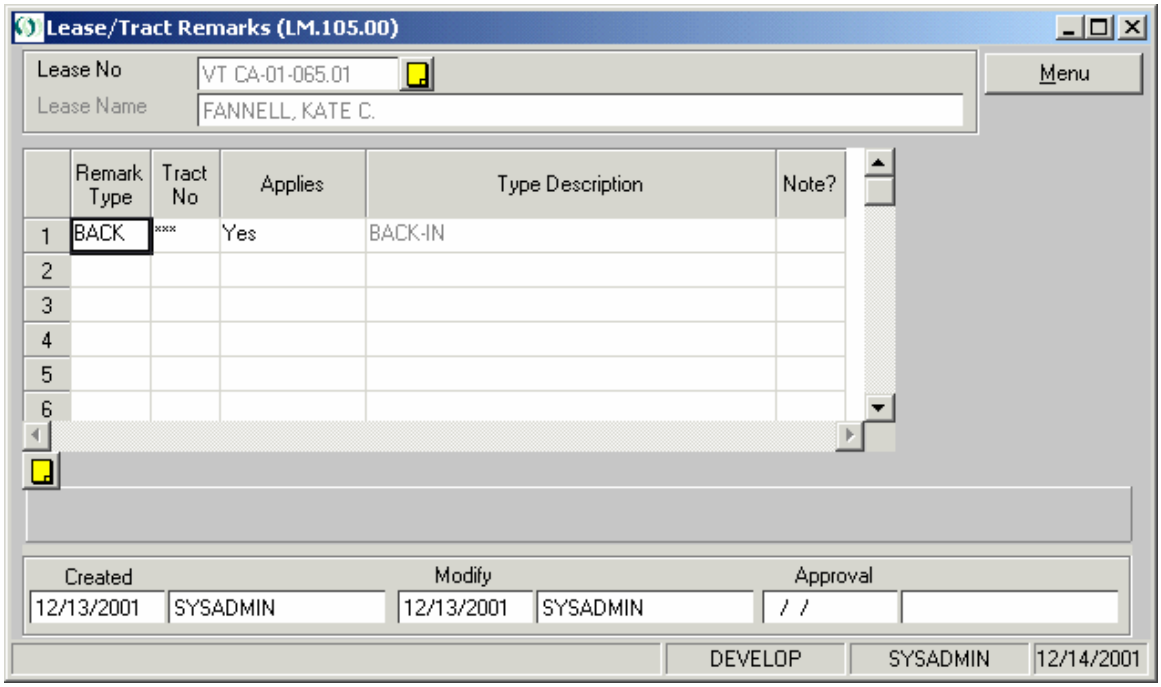
This lease has no remarks.



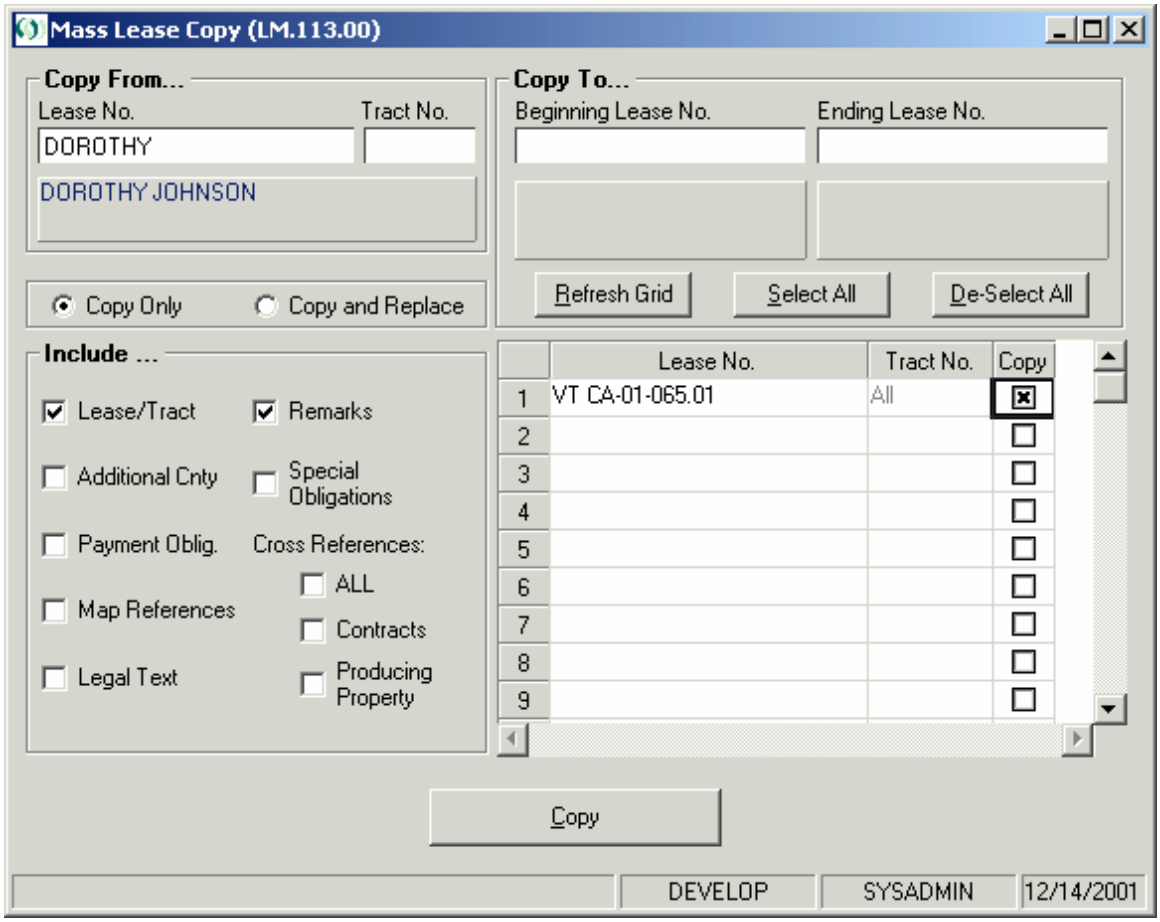
We want to copy the remarks from the Dorothy lease, lease level only, to this lease. **To copy lease level only** you must enter *** in the Tract No..



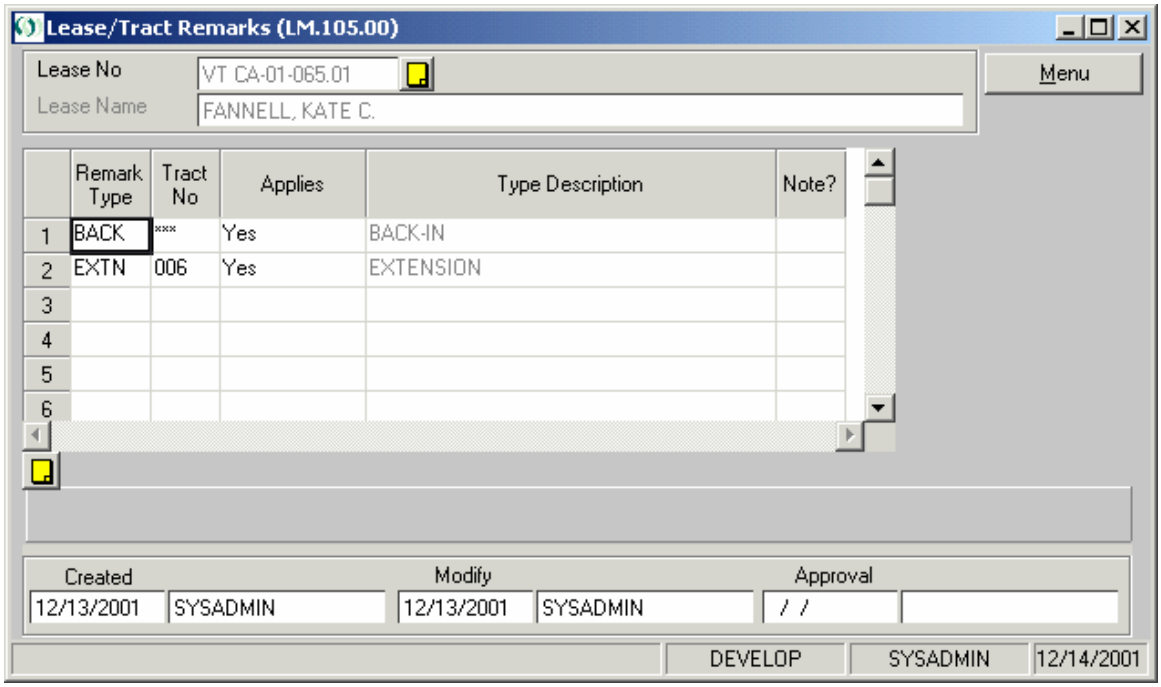
Results:



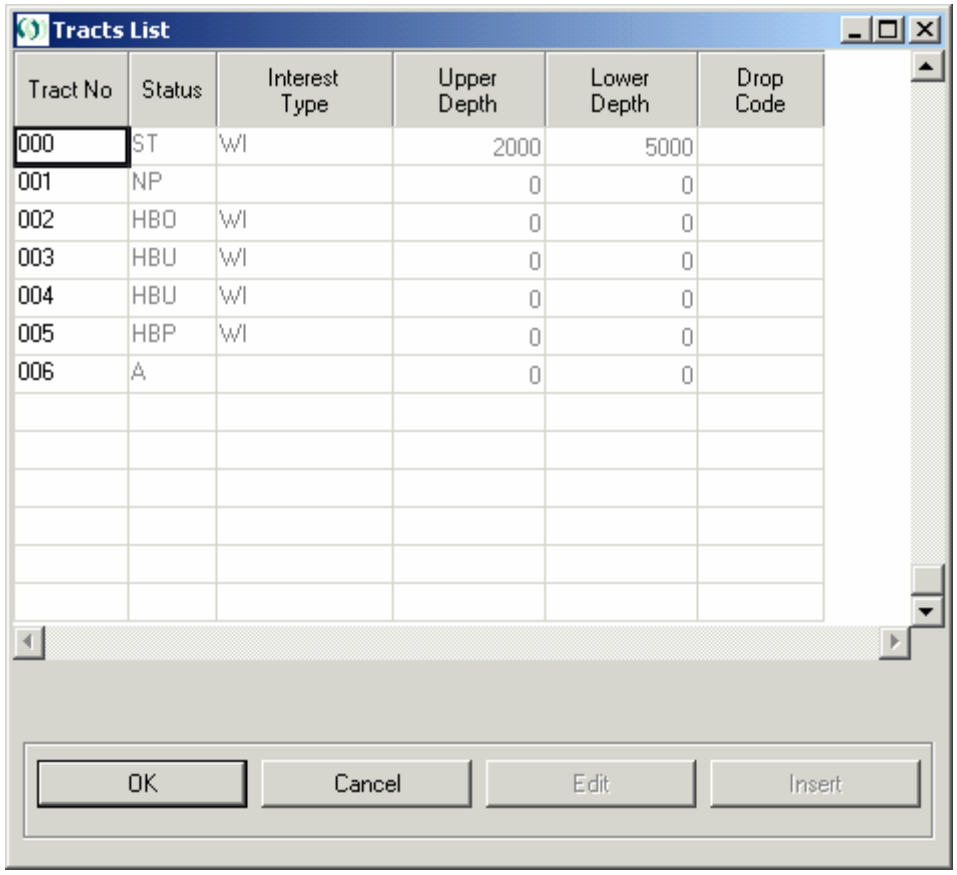
To copy everything, leave the lease level blank.


Mass Lease Copy (LM.113.00)
Copy From...
Lease No.
Tract No.
DOROTHY
DOROTHY JOHNSON
Copy To...
Beginning Lease No.
Ending Lease No.
Copy Only
Copy and Replace
Refresh Grid
Select All
De-Select All
Include ...
Lease/Tract
Remarks
Additional Cnty
Special Obligations
Payment Oblig.
Cross References:
ALL
Map References
Contracts
Legal Text
Producing Property
Lease No.
Tract No.
Copy
1 VT CA-01-065.01 All
2
3
4
5
6
7
8
9
Copy
DEVELOP
SYSADMIN
12/14/2001

Results:

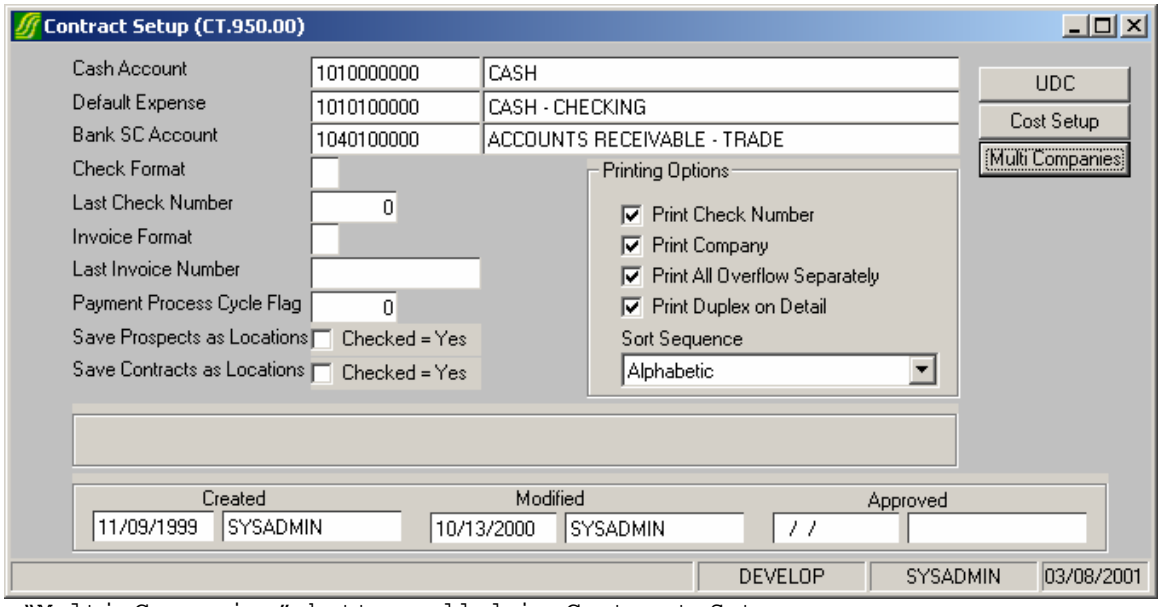


But you will also get the tract information copied:

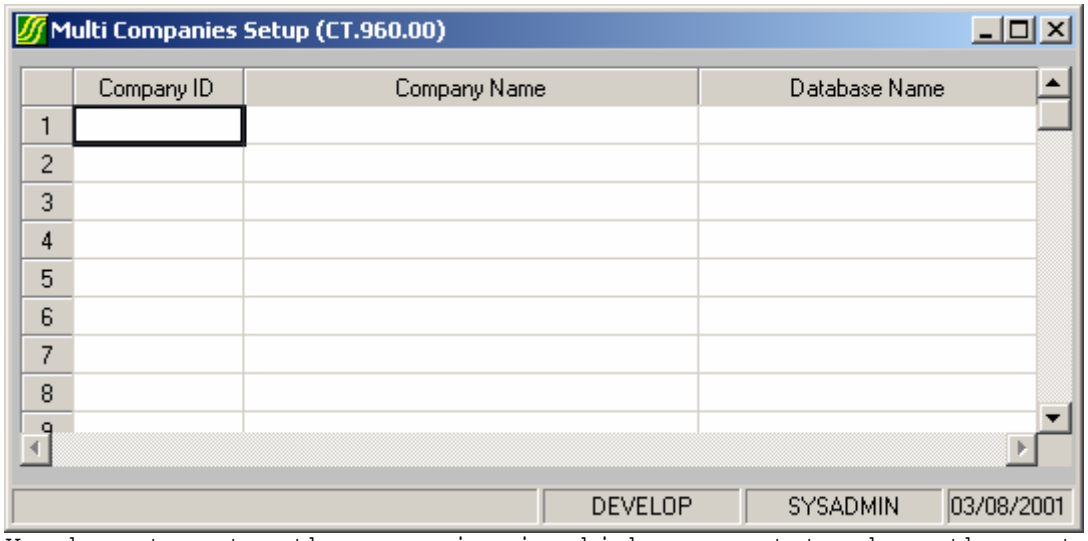

Tracts List
Tract No
Status
Interest Type
Upper Depth
Lower Depth
Drop Code
000 ST WI 2000 5000
001 NP 0 0
002 HBO WI 0 0
003 HBU WI 0 0
004 HBU WI 0 0
005 HBP WI 0 0
006 A 0 0
OK
Cancel
Edit
Insert

5.9 **Sharing Contracts**

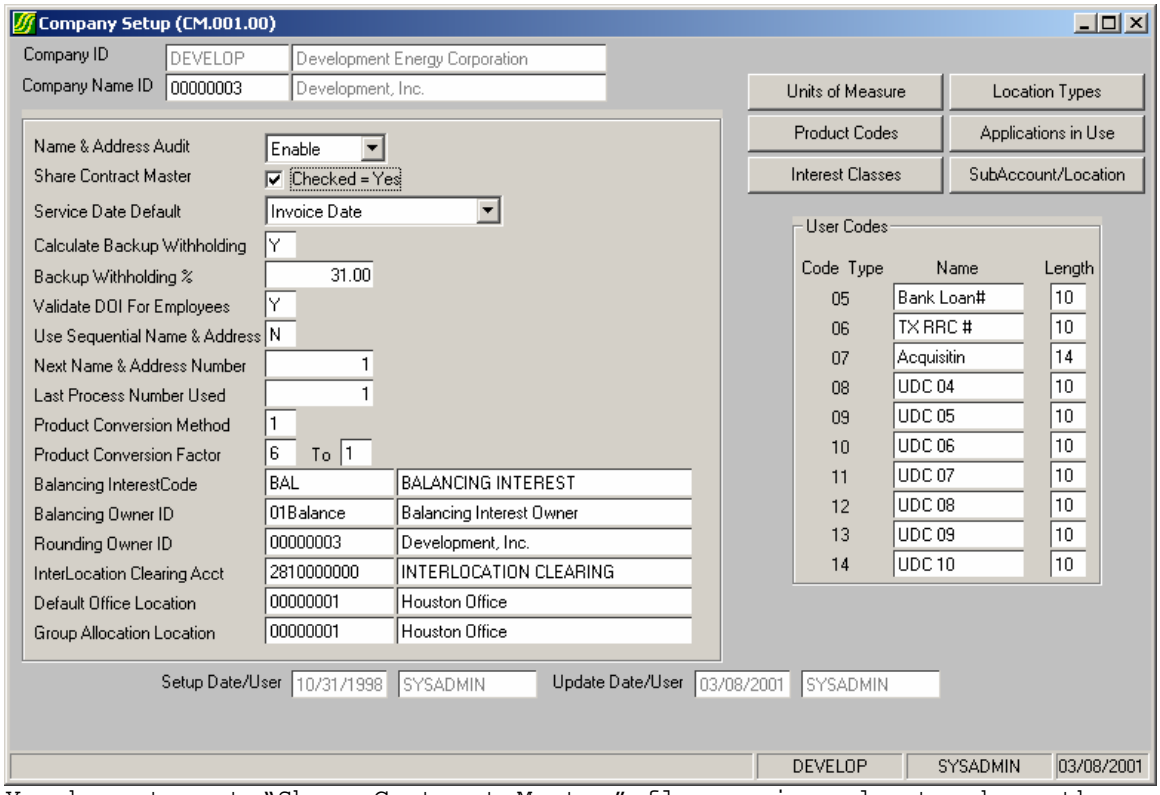
5.10
5.11



"Multi Companies" button added in Contract Setup.

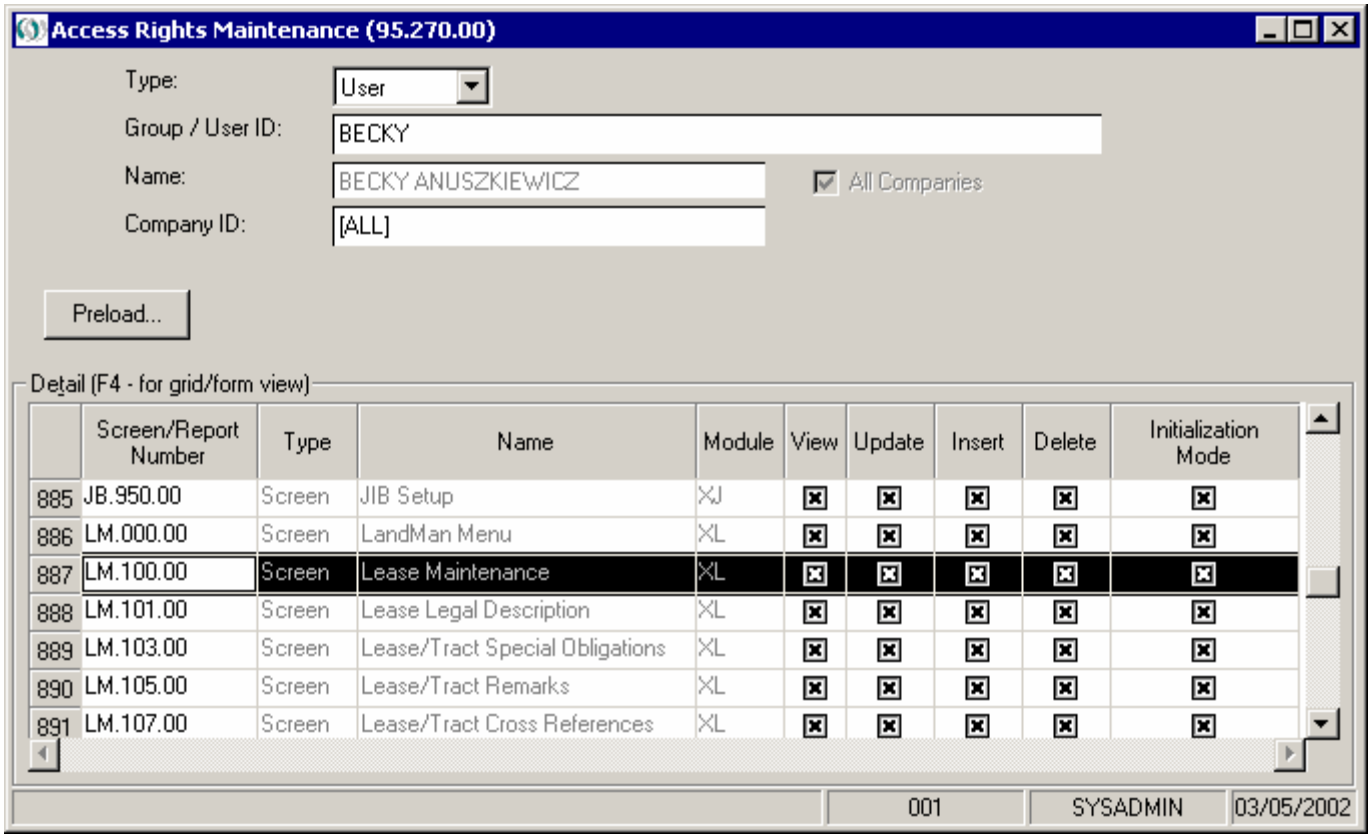


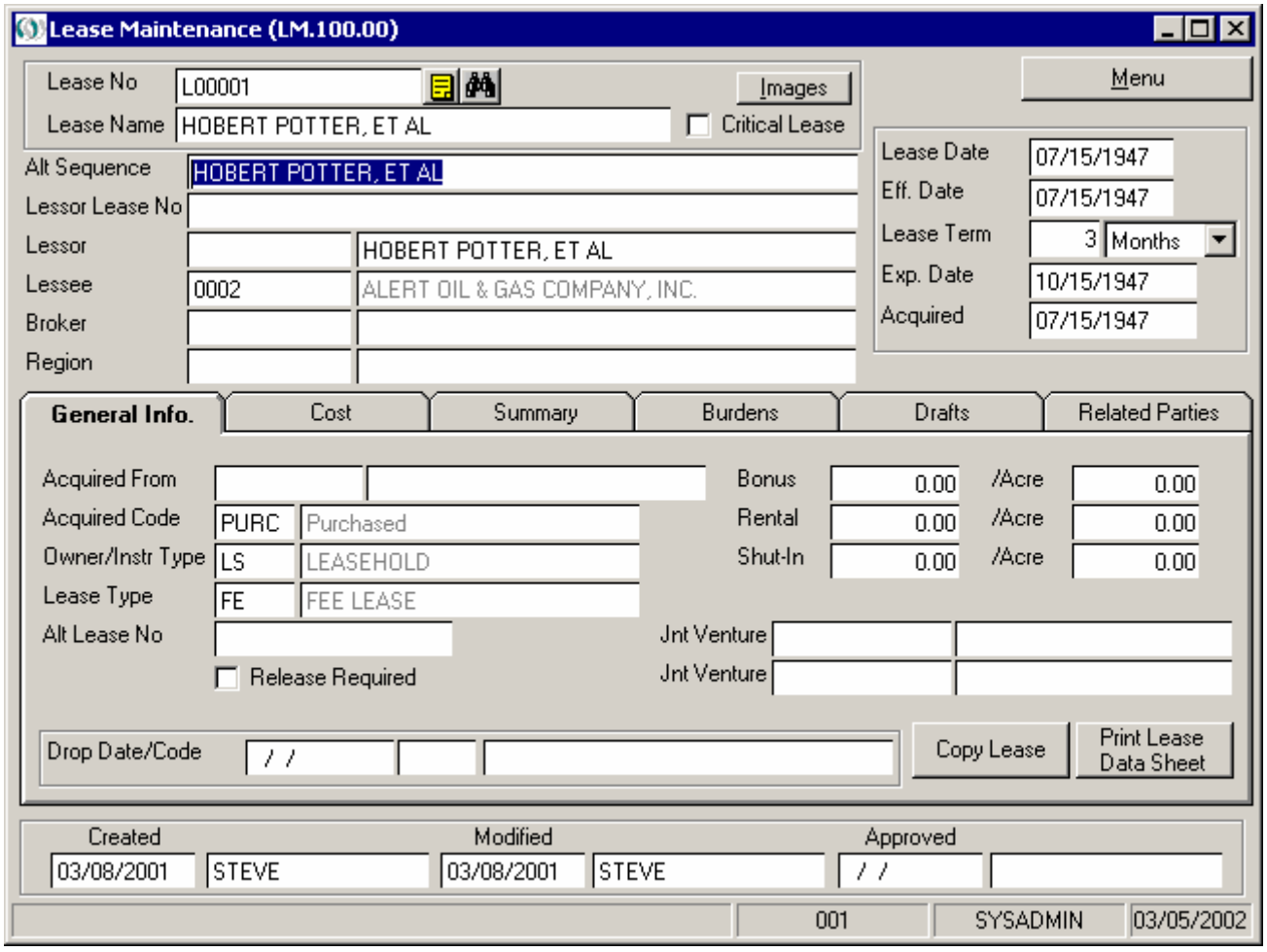
You have to setup the companies in which you want to share the contract master.
Those companies should be in one database.



You have to set "Share Contract Master" flag on in order to share the contract master.

Check the Initialization Mode Option with the assumption this user has the rights to do this.





←--

User must click on the approved date and the system will drop the current date in there…like an automatic <F7>.

Must allow for changing back to blank

G L O S S A R Y

ALLOTTED LANDS - (Indian Lands)

Land allotted to Indians on reservations and land from the public domain allotted to Indians not on reservations. The allotter received a Trust Patent issued in his name but under which the United States holds the allotted land in trust for a specified time. Title to unallotted land is held by the tribe.

AVULSION

A sudden cutting off of land by flood, currents or change in the course of a body of water; especially one separating land from one person's property and joining it to another's.

BONUS

An amount paid to a person owning land - up front for an oil & gas lease.

BOTTOM HOLE AGREEMENT

Creates an obligation on the part of the supporting party to pay a sum of money, or in some instances to assign certain acreage, upon the satisfaction of certain drilling obligations by the other party.

CARRIED INTEREST

Usually a geologist or broker involved in a well, whose expenses are carried until a pre-determined time; to casing point or through the tanks, for example.

CASING POINT

Point of deciding whether to go into production, i.e., set production casing and attempt a completion.

CO-TENANCY

Multiple ownership of land or minerals. If all owners cannot be located and drilling starts, those owners are still entitled to their percentage after payout to operator. If they still can't be located, monies must be held in suspense for a certain number of years then released to the state.

COASTAL WATERS & COASTLINE

Any waters from the coastline to three miles out.

COMMUNITY LEASE

Covers at least two tracts owned by different owners, covered by one lease.

COMPENSATORY ROYALTY

Payment in lieu of production royalty in lieu of drilling a well.

CONVEYANCE

Transfer of rights to drill. Most common method to transfer private title of presently-operative instrument intended by the grantor to pass ownership of some interest in land to the transferee.

COVENANT

Stipulations - restrictions on the lease.

DAMAGES

A rider pinpointing anything the lessor wishes to be compensated for if damaged. (ex. cotton, corn, crops)

DELAY RENTALS

Permits the lease to remain in effect absent any drilling operation for a certain amount of time usually the primary term of the lease.

DIVISION OF INTEREST

Part of lease which describes interest percentages of each working interest owner.

DIVISION ORDER

A contract of sale to the purchaser of oil or gas. The order directs the purchaser to make payment for the value of the products taken in the proportions set out in the division order.

DRY HOLE CLAUSE

A lease clause specifying the means by which a lessee may keep a lease alive after the drilling of a dry hole.

8/8THS

Total production from a well or simply all production, expenses, etc.

FARMOUT AGREEMENTS

Contracts to assign oil and gas lease rights upon completion of a specified drilling obligation and the performance of the other obligations and conditions contained in the agreement.

FEDERAL ACRES

Acres owned by the government. There are restrictions on number of acres that may be leased by one company.

FEE SIMPLE OR ABSOLUTE LEASE

If the owner of the land owns an interest which has no limit on its durations.

FIXED TERM LEASE

No provision to extend lease. No longer used.

HABENDUM CLAUSE

Clause of special limitation consisting of 2 parts - (a.) Primary Term of Lease, (b.) Secondary Term of Lease. Sets forth the duration of a lease.

LEASEHOLD INTEREST

Percentage of ownership held by the lessee under an oil, gas or minerals lease.

MAP REFERENCES

An abbreviated description that gives the primary information necessary to locate the general area of the lease's location on a map.

MINERAL INTEREST

The property interest created in oil and gas after a SEVERANCE by MINERAL DEED or oil and gas LEASE.

MINIMUM ROYALTY

Lease clause stating that the royalty paid must equal a stipulated amount for each year of the lease. If the actual royalty payment does not equal this amount a make up payment of the difference is paid at the end of the year.

Also, if a federal lease is classified as Productive but there is no actual production an annual payment equal to the amount of the rental is due and is paid in arrears.

MOTHER HUBBARD CLAUSE

Coverall clause, to define boundaries of lands covered in the lease but not described.

NON-PARTICIPATING OWNER

An expense-free interest in oil or gas, as, if and when produced. The prefix "non-participating" indicates the interest does not share in bonus or rental, or in the right to execute leases or to explore and develop.

OIL AND GAS LEASE

The mineral owner by execution of the lease transfers his right to explore, drill, develop, produce, save, etc., oil & gas for a term of years to the lessee. The lessor reserves a royalty interest and the lessor owns the leasehold or W.I. Upon expiration of the lease the rights transferred revert to the mineral owner.

OIL PAYMENTS OR PRODUCTION PAYMENT

A stipulated amount of money paid out of a fractional share of the working interest owner’s share of income from the sale of production. Usually created as part of a financing agreement.

ORRI

Royalty interest in oil company's leasehold interest. This is generally a percentage of 8/8ths or of total production. Can just be a portion of the company leasehold interest.

OVERLAP

Used to accurately state gross acres in a lease. The surface acres described in the lease are lease gross acres. Any subsequent partial interest lease that has a description either fully or partially covering surface acres previously described in the initial lease are said to be overlapping acres. These overlap acres are not added to the gross acres total.

PAID UP LEASE

Lease with no rental clause. The lease states that "no rentals are due during the term hereof"; therefore, the term-paid up lease.

PORCION/SHARE

Found only in deep south Texas along Rio Grande. Porciones were originally granted by the Crown of Spain to the original settlers of the region. Each was usually, but not always, 1000 veras wide and of varying length. They gave each owner access to water for their livestock.

As time went on, the heirs of the original grantees partitioned the porciones so that each heir had a share. However, there are cases in Starr County and possibly others, where litigation has not allowed the partition of certain porciones. In this case there are hundreds perhaps thousands of individual owners having undivided interests in the porcion.

POOLING

Bringing together small units in order to get minimum needed to drill.

PROSPECT

Any group of leases assembled to cover an entire geological structure or a prospective area. Initial Exploration is usually done for the entire prospect before selecting a drill site.

PUGH CLAUSE

States that only lands producing are not liable for rentals, but any acreage outside the producing unit must be kept up on rentals.

RIDERS

Additions or amendments to the oil and gas lease and provides for forms and subjects not covered in the lease.

RIPARIAN LANDS

The rights of the owners of land on the banks of watercourses, relating to the water, its use, ownership of soil under the stream, accretions, etc.

ROYALTY INTEREST

The property interest created in oil & gas after a severance (Royalty Deed). It is fee simple, in fee simple determinable for life or for a fixed term of years.

Also, Landowners royalty reserved in an oil & gas lease is a share of production free of expenses of production.

ROYALTY CLAUSE

Share of the product or a portion of the proceeds from the sale of the product reserved by the owner of land in the lease.

SEGMENT

A subdivision of a prospect. Usually the Prospect is segmented because of differing leasehold interests.

SEVERED HORIZON

A conveyance of all or some portion of the minerals above or below or between specified depths or in a given stratum or horizon, e.g., a conveyance of the minerals in the Yegua formation or a conveyance of all minerals at a depth greater (or less) than 3000 feet beneath the surface.

SHUT-IN GAS ROYALTY CLAUSE

Permits the lessee, where gas is discovered but a market is not available, to maintain the lease in force and effect beyond the primary term by payment of stated amounts.

STATE WATERS

Each state owns the land under navigable waters from the low tide line out to the 3-mile limit opposite it's seacoast, except Texas, which owns out to the 3-league line (approximately 10 miles). The Federal Government owns all lands beyond the 3-mile limit on the (OCS) Outer Continental Shelf.

SUB-LEASE

In landlord and tenant law, a transfer of an interest in an estate for years of lesser size than the underlying estate.

TERM INTEREST (MINERAL)

Mineral interest lasting for a certain term. Generally last through production during the term. The term will be extended as long as production continues.

TRACT

A subdivision of a lease. If mineral ownership or leasehold interest are not uniform for the entire lease the lease is divided into tracts each of which reflect uniform ownership. Tracts may be horizontal or vertical subdivisions.

Also, tract: Each area of uniform working interest ownership that has been unitized within a field wide Unit. Each tract has a identifying number on a participating factor for the unit area.

UNITIZATION

Bring together to create a large unit for joint operations of a complete reservoir. Usually already multiple producing properties.

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